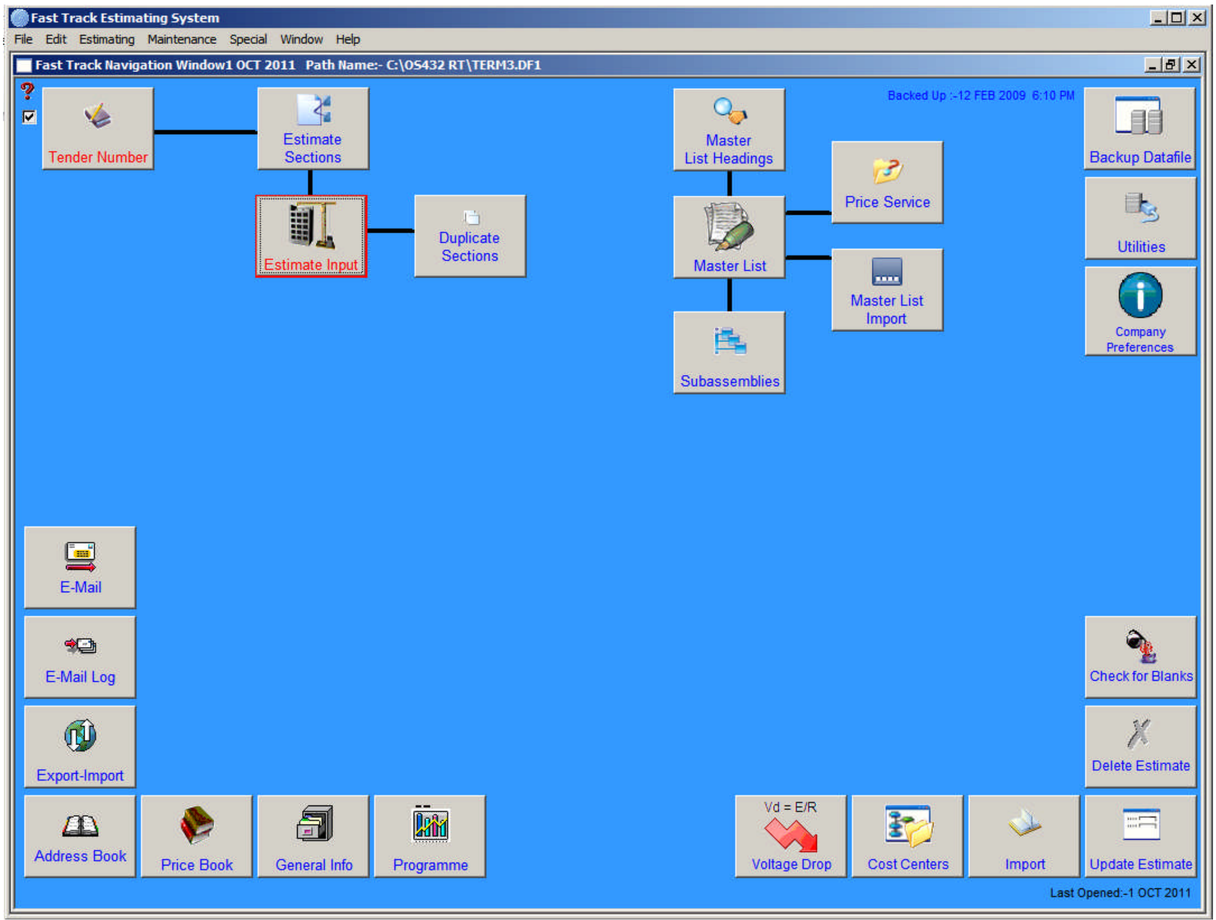
Section 7

Navigation Window:

Getting Started

The Navigation Screen

The "Fast Track" Navigation Screen displays modules for specific functions. These modules allow you to move around the program in an easy to use format.

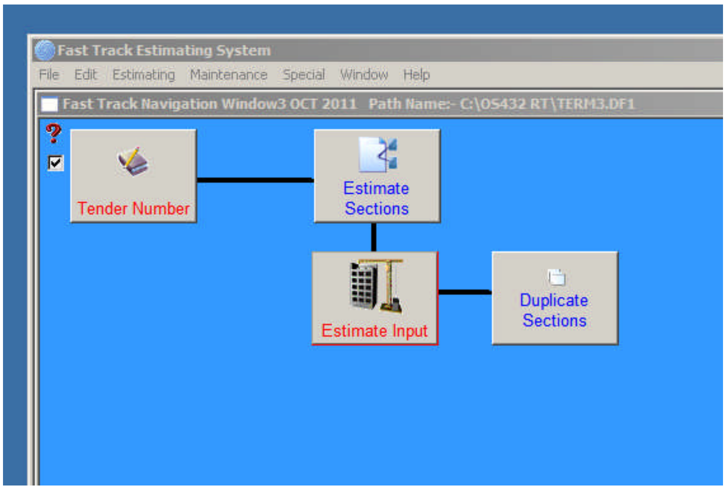


To remove the Navigation Window uncheck the tick box on the top left hand side of the screen. To locate the Navigation Window, click on the 'Special' Menu and then 'Navigation Window'.

Back Up

The last 'Back Up' date will be displayed on the top right hand side of the screen. To remove the 'Back Up' date, double right click. The date will be written to the Library file.

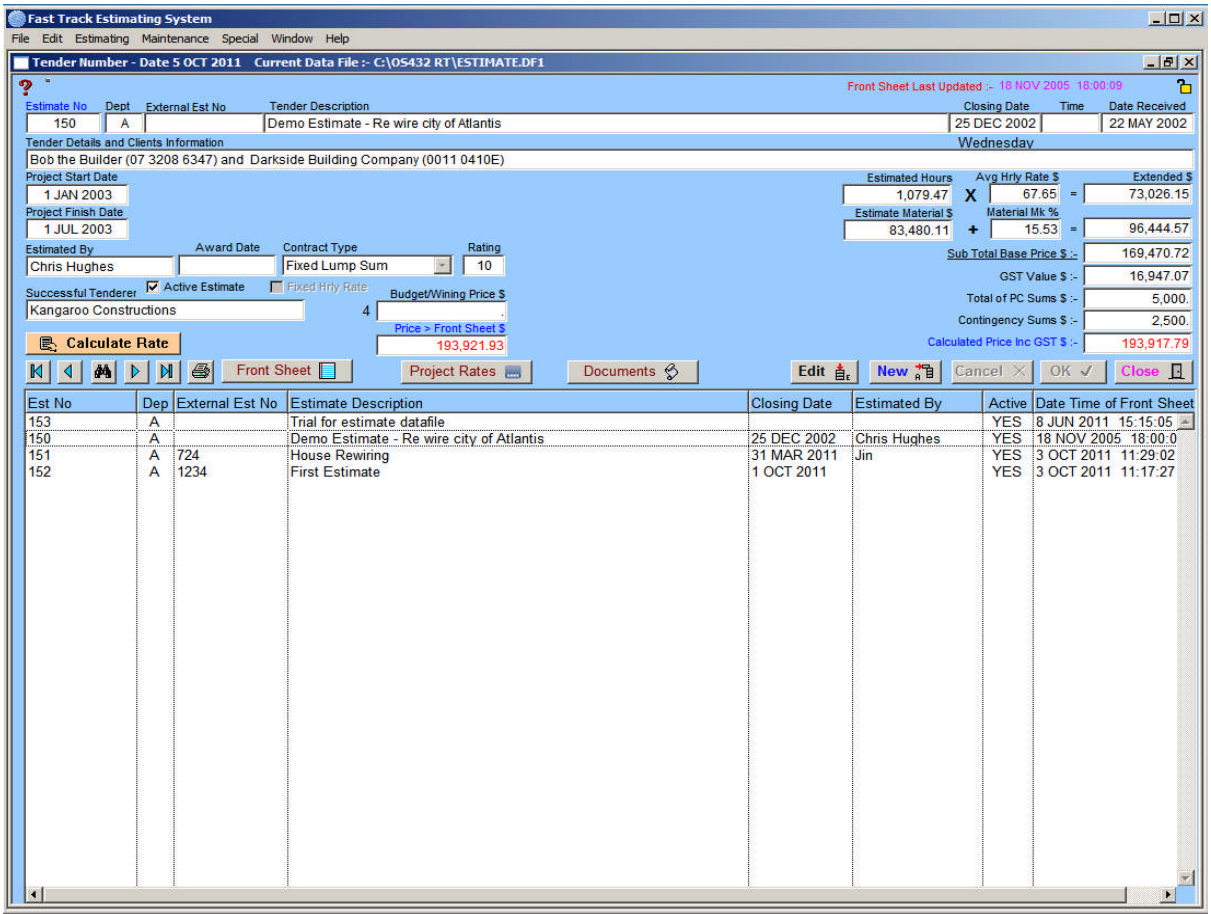
Estimating Menu



The **"Estimating menu"** is in the left top corner in navigation screen and this section shows the functions that can be performed for your estimating.

7.1 Estimate - Tender Number

To take out a tender number click the **"New"** button (the program finds the last number and adds 1). **"Tab"** and enter information in the field entry descriptions displayed on the window below. Each tender number is unique and can be put into five (5) different departments A, B, C, D & E and be given department names if required. (See 'Server Preferences' under 'Special' in drop down menu).



Est No	Dep	External Est No	Estimate Description	Closing Date	Estimated By	Active	Date Time of Front Sheet
153	A		Trial for estimate datafile			YES	8 JUN 2011 15:15:05
150	A		Demo Estimate - Re wire city of Atlantis	25 DEC 2002	Chris Hughes	YES	18 NOV 2005 18:00:0
151	A	724	House Rewiring	31 MAR 2011	Jin	YES	3 OCT 2011 11:29:02
152	A	1234	First Estimate	1 OCT 2011		YES	3 OCT 2011 11:17:27

Press the **"Enter"** key or click **"OK"** to finish entering information. To change or amend information, click the **"Edit"** button. This information will be written to the C:\ drive, to the data file Estimate.df1 and then to data file Term 3.df1.

If the system is networked the information is written to the Server Computer hard disc drive shared data file Estimate.df1, all in the same process.

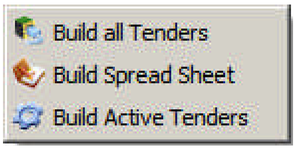
It is advisable to enter Descriptions, Closing Dates, Starting and Finishing Dates, and to keep the information up to date whilst the Estimate is active, as the information may be required at a later date.

The date received will automatically insert from the computers system date. The Estimator's Name, hourly rate and material mark up percentage can be overwritten if required.

When the tender number is entered for the first time it sets the estimate number to **"Active"**, providing a view of current active estimates only. When the **"Active"** box is unchecked, the estimate is deactivated.

Note: Estimate workings are not deleted or lost when deactivated and can be reactivated at any time. It is important to deactivate estimates when not in use to keep the system tidy.

Build up Menu



Build All Tenders
To find all current activated and deactivated Estimates right click inside the bottom half of the screen in the Estimate Description screen and click on 'Build All Tenders'.

Build Spread sheet
To prepare a Spread sheet of the Estimates right click inside the bottom half of the screen in the Estimate Description screen and click on 'Build Spread sheet' and an Excel Spread sheet will be automatically generated.

Build Active Tenders
To find all current activated estimates right click inside the bottom half of the screen in the Estimate Description screen and click on 'Build Active Tenders'.

Hourly Rate and Material Mark Up %

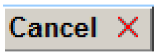
The Hourly Rate and Material Mark Up % are inserted as pre-set rates and are stored in the Server Preferences (Refer to under Special Menu Heading). The rates are intended as a guide to give some indication of the size of the project whilst the estimate is in progress.

Hourly Rate and Material Mark Up % can be changed in this window at any time as they are not always decided until final estimate analysis and approval.

If the rates are modified, the program will put the question: **"Do you want to change all the Hourly Rates"?** If **"Yes"**, the program will automatically update all Hourly Rates and Material Mark Up %. When modified in all sections, the **Price Break Up Report** can reflect the changes. If **"No"**, the material mark ups and labour rates are left unchanged allowing individual rates in the sections.

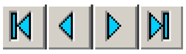
Alter Existing Record

Double click the item to be changed, loading it into the entry fields. Click **“Edit,”** the record is now ready to be changes. Use the **“Tab”** key to move across or click into the field to be changed. When changes are complete click **“OK”**.



Cancel the job

Highlight the incorrect input field, click **“Cancel”** to remove.



To Move Up and Down

The next and previous records are available using these buttons. Click on the arrow to move one line, or the barred arrow to move to the top or bottom of the field.

Find

The **“Find”** button works in two ways, firstly by clicking the **“Binoculars”**, the cursor will start flashing in the Tender Number field. Enter a number then **“OK”**. If the tender number is valid, the information is brought to the forefront, enabling previously deactivated tenders to be reactivated.
Secondly, by performing a right mouse click on the **“Binoculars”**, the cursor will start flashing in a new window entry box. Enter a word then **“OK”**. A search is carried out, matching equivalent words contained in the description and installing them into the active tender list in a highlighted form. (It is important to note that the word search is case sensitive so try upper and lower case words).

Example: To locate a previous Hospital estimate, enter the word Hospital then **“OK”**. The list will be expanded with tenders containing that word, if the relevant tender is not found try typing variations on the word, such as HOSPITAL or hospital etc.

To calculate an Hourly Rate some users need to use the **“Front Sheet”**, because their overheads remain constant.

The “Calculated Price” may be $10,000.00, however, for undefined reasons the submitted price may need to be $9,500.00. Click the **“Calculate Rate”** button and if the Average Hourly Rate, Material Mark Up %, Estimated Hours and Material fields has values, a temporary field will appear. Enter the new base price, all values will be recalculated, rounded down to 2 decimal places and GST re-evaluated on the new price.

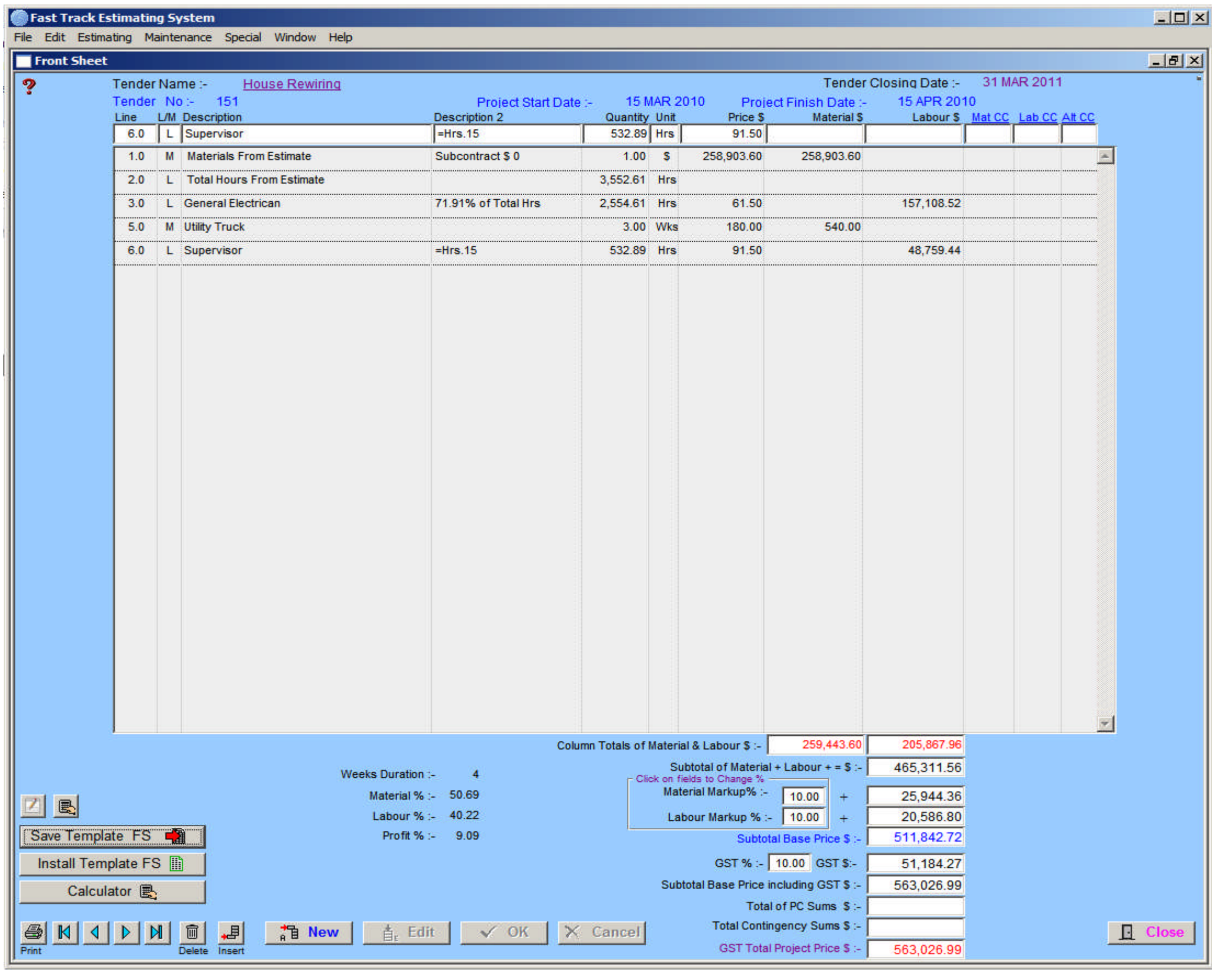
Should lost time and supervision hours be added in the front sheet, these costs are usually spread across the Estimate hours for price break up purposes.

To perform this function the base price is entered and total hours and materials in the estimate will be recalculated. The procedure then deducts from the submitted price, the total of materials, complete with the % mark up. The remainder is divided by the hours and a loaded hourly rate calculated and saved to the hard disc.

Note: If changes are made to the estimate this does not automatically recalculate the new rate.

7.1.1  Front Sheet

Highlight the required Estimate; click the **"Front Sheet"** button to access the front sheet. See detailed operation of this screen below.



The Front Sheet enables the Estimator and Management to combine and attach the commercial structure to the project, entering profit, vehicle cost, site accommodation, communications etc.

The program allows for overhead costs and other sundry items to be applied and distributed over the project. The costs are calculated to show loaded hourly rates and overall material mark up percentage, which are automatically read into the section description.

Operation

Open the **"Estimating"** menu and select **"Tender Number"**. Select the estimate required. The **"Front Sheet"** button will be grey and become active when an estimated is selected. Click **"Front Sheet"** button, a search and re-calculation of the estimate will occur (this may take a few seconds in large estimates).

The accumulated values are added to the top of the list field, Line 1 Material and Line 2 Labour content in hours from the estimate. The values are recalculated every time the window is opened.

When opening this window, **ensure that the estimate is very nearly complete** (possibly containing budget prices for some items).

Information in this window is displayed in the following columns (Fields):

To enter **Site Accommodation** into the “Front Sheet”, e.g. a lunch room costing $150.00/week to hire for a period of 52 weeks, plus $400.00 to transport.

Click **“New”** and enter the letter **“M”** in the Labour/Material field. **“Tab”** to the next field, enter “Lunch Room Delivery/Pickup Charge”, **“Tab”** to the unit field and Enter **“Lot”**. **“Tab”** and enter the “$400.00” fee into the Price field, click **“OK”** or **“Enter”**. The record is now entered to the database.

Repeat the above process, typing “Lunch Room Hire”, Quantity “**52**”, Unit as “**Wks**”, and price “$150.00”. This is also added to the database.

To enter **Supervision Allowance** (allowing 144 supervisory hours), repeat the above process entering the letter **“L”**, then “Supervision”, Quantity “**144**”, Unit as “**hrs**” and the hourly rate in dollars. This is also recorded in the database.

The above information gives a general idea of how to construct your front sheet. The next step is to add some profit. At the bottom of the window there are **Material Mark Up %** and **Labour Mark Up %** fields. Click on these fields to directly enter the % fields mark ups, click **"Ok”** to extend the entries.

Line Number Differentiates between lines and is allocated when a new line is added. The line number comes from adding 1 to the last number.

Character This field can have 3 values, L = Labour, M = Material and * = for comment. This determines the column in which the value of information is to be displayed, if “*” is placed in the field, the values are not placed in any column.

Description The item description.

Description 2 Reinforces or gives more space to the description, also has extra functions (Referred to later).

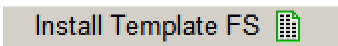
Quantity Quantity, for example: - 2 Wks (Weeks)

Rate Unit, for example: - Weeks, each, Lot etc. Entry of information is not mandatory.

Price Insert hourly rates here to be converted into dollars, e.g. the base hourly rate for tradesman etc.

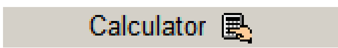
Other Features

To save the current **“Front Sheet”** to use as a template for future estimates, determine the most commonly used items, enter them without values and save them. You can always add specialised items to tenders when required.



Click on this button to install the template and saved Front Sheet.

CAUTION: The same Front sheet will be reinstalled each time the button is clicked.



Click this button to bring up the standard Windows calculator, if it was installed with your operating system. If the calculator has already been used and is lying below the active program, a message screen will appear, prompting “Alt + Tab" keyboard function to bring it to the front of the active window.

 **Comment**

Click on this button to open a window so comments on front sheet can be added and stored with the estimate.

If preformatted comment are required such as Quality insurance statements, they can be automatically read in, therefore saving time consuming typing.

This works by placing a text file called "FontSheetCom.txt" adjacent to the "Omnis.exe" file, in the "C:\Program Files\OS33RT" folder.
The process works when the window opens, it then checks to see if the field has been populated already. If not, then a procedure runs opening the above mentioned text file and reads the contents into the window field, and then closes the text file.

When the window is closed the comment is saved.

The comment is then printed out as part of the front sheet reports.

The text file can be constructed in Microsoft "Note Pad or Word Pad" A maximum of 750 Characters can be used for this purpose.

Calculation
This adds the contents together of the selected lines, so quick calculations can be performed.

Prints the Font Sheet as displayed plus comments to Fast Track print. With a right mouse click a Microsoft Excel report is also generated so it can be emailed away for remote approval.

Insert This functions allows for lines to inserted between other existing lines with the exception of reserved lines 1 to 3.9.

Close

Close - Closes out of the Front Sheet window, and in doing so preforms necessary calculations and updates the Tender Number details and also updates the Estimate Section details.

Auto Update Hours

If the exact text is added to the second description column of **"=Hrs"**, the hours in the quantity column automatically update. This covers last minute items being added to the estimate.

If a percentage of hours is used, e.g. lost time might be 18% of total hours, this can be expressed as a factor, as follows, "=Hrs.18 " = 18%

Auto Update Materials

If the exact text is added to the second description column of **"=Mat"**, the materials in the quantity column are automatically update. This covers last minute items being added to the estimate.

If a percentage of material is used, e.g. job insurance might be needed to be applied at a rate of 2.5% of total material, this can be expressed as a factor, as follows, "=Mat.025 " = 2.5%

Cost Centres Material, Labour and Alternate

The front sheet will also allow for the above mention cost centres to be added to the Front Sheet, the same way they are applied to the estimate sections.

If you are unsure of a Cost Centre you can do a right click on the field area, when in the entry mode.

This will open a splash window displaying a list of the appropriate cost centres, so the correct one can be selected and added to your current field.

Network Feature
With a network, another user can open the Front Sheet and view the contents, **but cannot modify it**. The originator of the Tender Number is the only person who can modify the tender **"Front Sheet"**, as

any modifications made to Estimate workings would not be reflected in the Front Sheet and errors could result.
Should another user want to participate in the assembly, the originator opens the Front Sheet and then both can view the assembly or modifications on their computer and communicate over the phone. The window will refresh every 20 seconds reflecting any changes.

PC and Contingency Sums

When these values are entered they are taken as totals of PC and Contingency Sums and considered to be estimates only to be expended as directed in the contract. Usually these costs must be submitted to the principle or client for approval before they can be expended.

Therefore PC and Contingency Sums are not included in GST calculations, as they may not be expended in the course of the contract. The tenderers commercial conditions should contain a statement similar to the following: **"GST has not been included on PC and Contingency Sums"**.

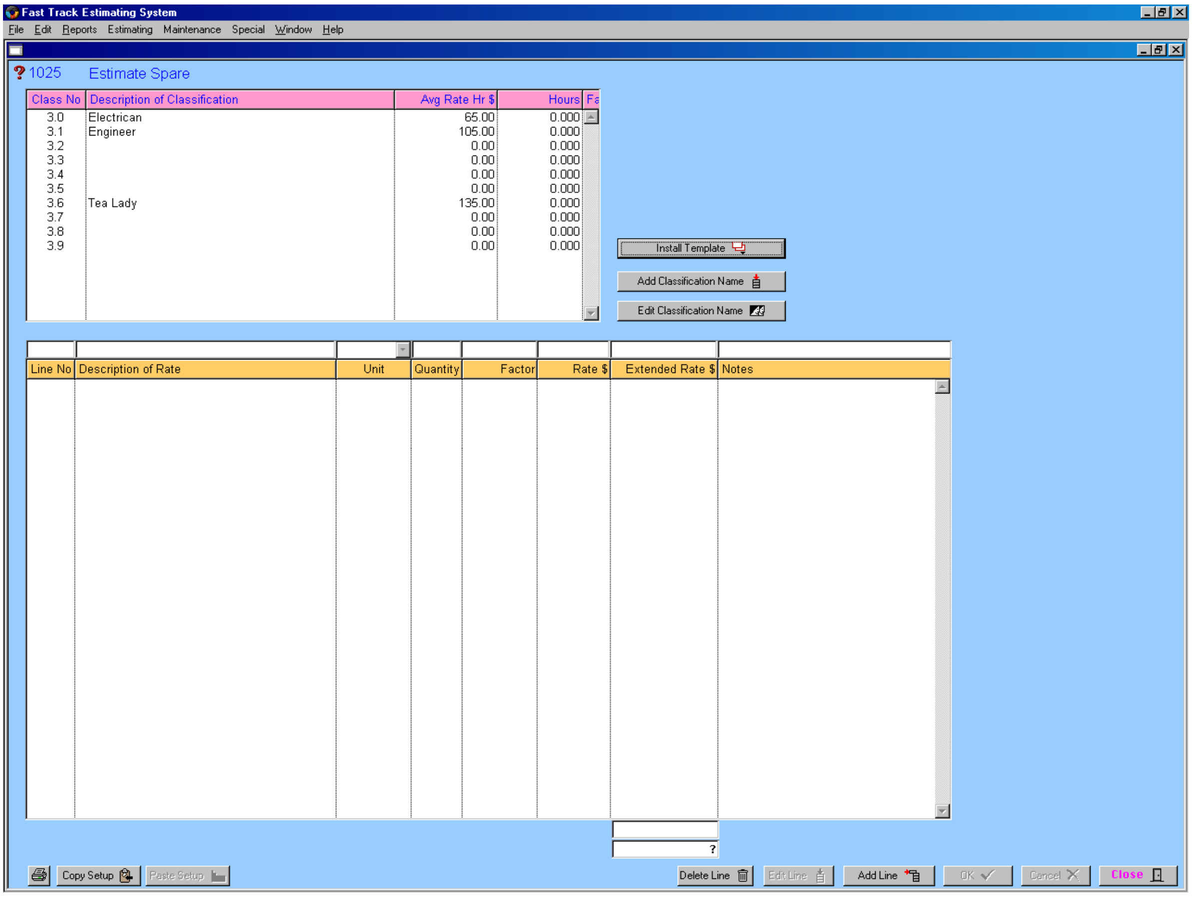
Should the client require the final price to include GST in the PC and Contingency Sums, mark up by the current GST value and change the figures. If PC and Contingency Sums mark ups are to be spread across the section prices, i.e. included in the total price, refer to the Front Sheet.

Mark up PC and Contingency Sums using the "**Front Sheet"** by adding lines in and splitting the cost over labour and material. Profit on Material and Labour can also be done this way.

Be careful not to double up by applying profit on profit.

7.1.2  Project Rates

Many projects have special allowances and different working hours so there is a need to document, compile and produce an hourly rate to be used in the Front Sheet. See detailed operation of this screen in below.



The Project Rates screen is used to calculate an average hourly rate. The window provides an hourly rate for labour applicable to the project. The **Project Rates Button** is located in the Tender Number Screen.
The Project Rates Window consists of two screens, the **Summary Screen** and the **Calculation Screen**.

The Summary Screen displays Labour Classifications. An Estimator has an option to install template, edit the template or create a new labour classification and edit an existing classification.

Class No	Description of Classification	Avg Rate Hr $	Hours	Fa
3.0	Electrican	95.00	3036.599	
3.1	Engineer	105.00	0.000	
3.2	Foreman	49.31	0.000	
3.3		0.00	0.000	
3.4		0.00	0.000	
3.5		0.00	0.000	
3.6	Tea Lady	135.00	0.000	
3.7		0.00	0.000	
3.8		0.00	0.000	
3.9		0.00	0.000	

Install Template

Add Classification Name

Edit Classification Name

Install Template

Click this button to install already existing template in the Fast Track Estimating System. The template comes from the System Preferences window.

Add Classification Name

This button enables to add a new classification name.

Edit Classification Name

Highlight the required classification in the Summary Screen and click this button to edit the classification name.

The Calculation Screen is used to calculate an average hourly rate for specific labour classification. The average hourly rate calculated in the Calculation Screen is displayed in the Summary Screen. The Average Hourly Rate calculations can be edited in this window at any time. If the information is modified, the program will automatically update an **Average Hourly Rate** in the **Summary Screen** and **Front Sheet**.

Line No	Description of Rate	Unit	Quantity	Factor	Rate $	Extended Rate $	Notes
1	=Base Working Week	Hours	60.0	0.0000	0.00	0.00	
2	Time	Hours	40.0	1.0000	35.00	1400.00	
3	Time * 1/2	Hours	10.0	1.5000	35.00	525.00	
4	Time * 2	Hours	10.0	2.0000	35.00	700.00	
5	Site Allowance	=Hours	60.0	1.0000	5.56	333.60	
						2958.60	
						49.31	

Add Line

This button enables to add an average hourly rate to the classification selected from the Summary Screen. When clicking on the Add Line button for the first time, the first line will be displayed automatically giving you an option to enter information in the fields for the second line.

Highlight the lines to be deleted and click **“Delete Line”** button.

Edit the Description of Rate by clicking **“Edit Line”** and entering the new information.

This function allows copying project rates information into an Estimate via the Clipboard.
Highlight the required lines and copy the information by pressing the **“Copy Setup”** button.

This function allows pasting project rates information from one Estimate to the other. Copy information into the Clipboard, click "**Paste Setup”,** and the contents will be inserted in the Estimate.

7.1.3  (Sub window)

The intent of this window is to give the Estimator a tool to manage files specifically associated with the estimate. The window also allows for the quick and official redistribution of files via e-mail. See detailed operation of this screen in Section 7.18 and 7.18.1.

The Documents Button is located in the Tender Number Screen.

This button when it is active means that there is an active Estimate. This opens a window that allows the user or users to manage Tender electronic file information in a uniform structured manner. The electronic file information such as Specifications, Drawing, Suppliers responses and Submitted Information is located in a base folder generally in central area on server.

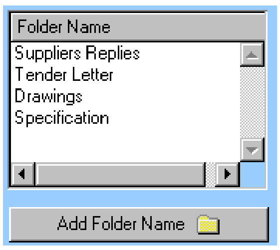
This way all users store the information in a pre-set file structure enabling all users to quickly retrieve information and others to store information in place known to everybody in the organization.

The reason to have such an accessory is avoid the problem where an estimator accumulates electronic files in a location known only to them, and they may be on their own hard drive.
Then other people then have to work with these files, they then experience the problem of finding the location of the files. Even after a while the estimator may forget the exact location.

The other advantage is that the list of file names can quickly be turned into and Excel file make it quick generate a list of documents that then can be pasted into a word processing document.

The structure of the folders is not pre-set and is determined by the person on the network that holds the restricted password (see Atad Data). The initial set up of folder names needs some discussion however this structure can be altered at any time.
Whilst the folders can be deleted from the template at any time, the file operations will not go through and delete any folders previously created in previous templates.

How it Works



The first step is to set up the template, first change to the restricted password and then open the window called “Server Preferences “, this found under the pull down menu called ‘Special”.

Add the folders names when prompted and if you want to delete double click to remove lines. When finished adding all the names, click on “Apply” to save and close the window. Please remember to change back to normal password.

The Tender number is created and the estimate proceeds the electronic files come in via email etc. The user then clicks on the button, the user is asked do they want to set up a folder structure, answer yes the folder is then set up as per your previously set up template.

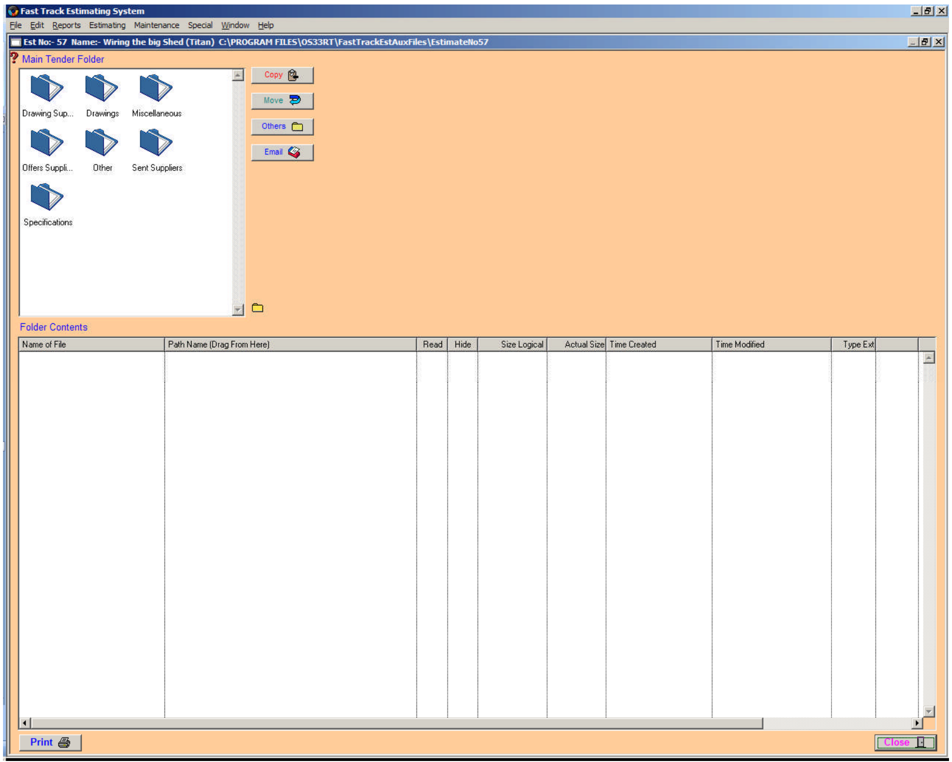
The procedure runs creating a new folder within the folder called “FastTrackEstAuxFiles” this folder is located and initially automatically created adjacent to the data file called “Estimate.df1”.

Tender number as being the unique name relating to the tender number is created, then the sub folder established in template are located with tender number folder.

The **Tender Documents** window is opened.

7.1.3-1 Tender Documents Window

The intent of this window is to give the Estimator a tool to manage files specifically associated with the estimate. The window also allows for the quick and official redistribution of files via e-mail.



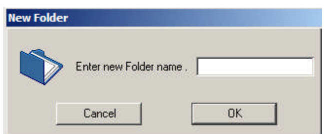
The above graphic shows the files contained within the folder called “Drawings” by clicking on the line in the folder contents the system will open the necessary executable file and run that particular file if available.

This function copies the file from one location to the selected folder location, while leaving the other file intact. This could be a problem with QA if the file is modified in the new location and not synchronized with the other file in the old location.

This function moves the file from its location to the selected folder location. This button has a similar function as the commonly used “cut” feature in computers.

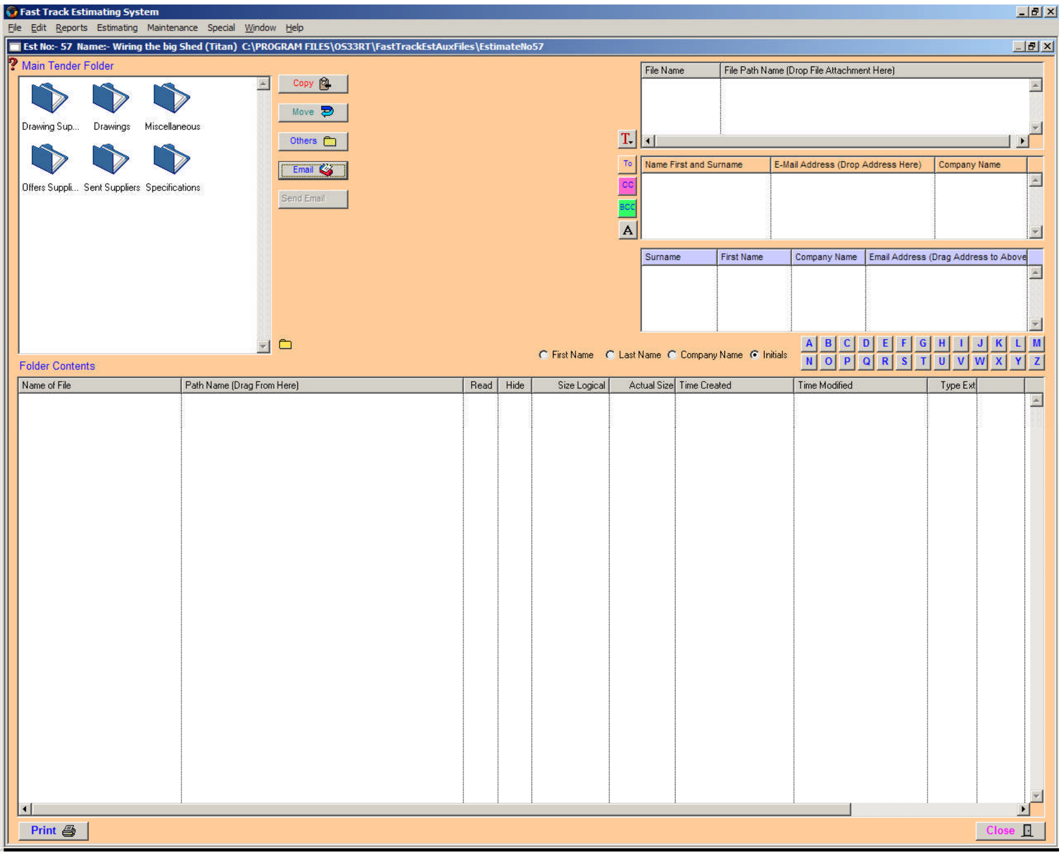
This opens a browser icon and allows other folders to be accessed on your computer or on the network so the user can build up a list of contents of folders other than the Tender folders.

This button will create a new main folder. Click on this button, enter a Folder Name and press OK. Folders can be deleted only by using the Windows System.

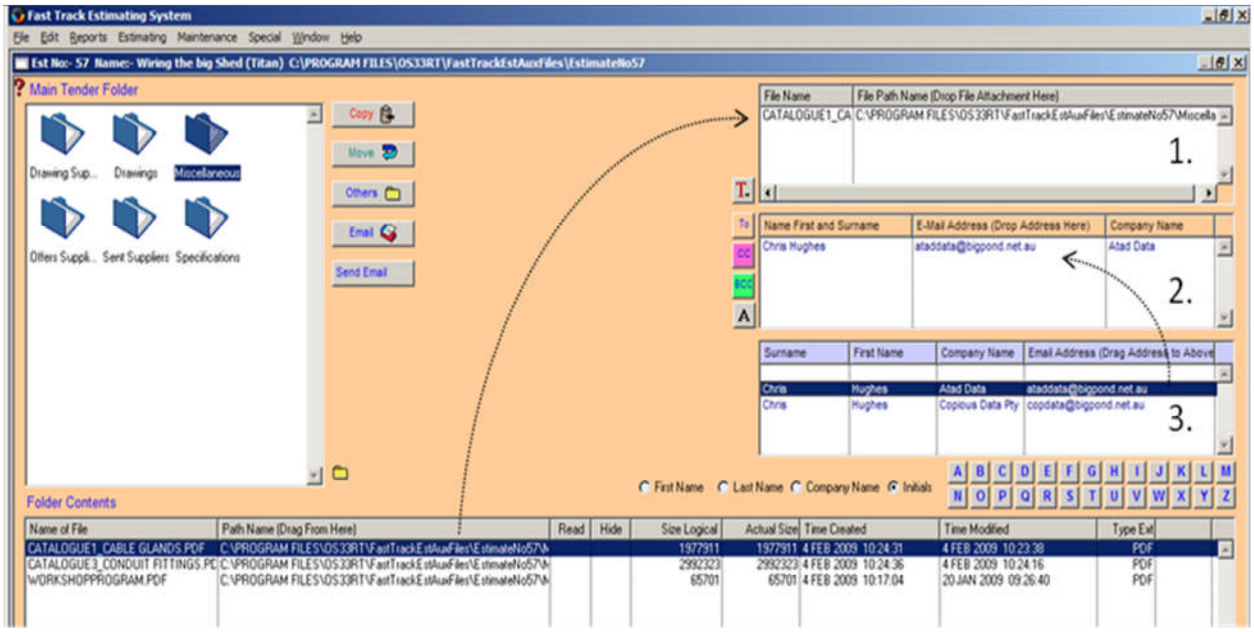


This button creates a Microsoft Excel file allowing the user to extract information from the columns.

This function is used to e-mail files such as drawings or specifications, directly from Fast Track. After clicking this function the following screens will appear at the top right corner of the Main Tender Folder window.



E-mailing Files



Attachments List (1.)

This window is used to attach files and documents to your e-mail. To populate this list, drag the selected file from the bottom table over to the Attachments List (1.) and drop. Double click to delete a file no longer required.

Text - This button is used for inserting a short message. The message can be up to 1500 characters long.

Recipients List (2.)

Recipients List is where you drop the recipients' addresses. These addresses can be dragged from the Address Book below or entered manually.

To (Primary Recipients) - This button opens the window (if it is not already open) for dragging the recipients' addresses from the Address Book.

Carbon **C**opy – Click this button to drag an address into Carbon Copy. This is used to e-mail attachments to secondary recipients.

Blind **C**arbon **C**opy – Click this button to drag an address into Blind Carbon Copy. This is used to send the same e-mail to recipients whose addresses are not to be revealed to others.

Add Address Manually – This button is for inserting an email address manually. If you want to put the person's name as part of the address, the address and the name has to be separated by comma, e.g. ataddata@bigpond.net.au, Chris Hughes.

Address Book (3.)

You can narrow the 'Address List' by clicking on the letters. Select and drag the address into the Recipients list (2.), which is located directly above the Address Book (3.).

Send Email → Send Email

Once you have added the recipient into the Recipients List (2.), the Send Email button will be automatically activated. Click this button to proceed with sending the message. Once sent, go to the E-Mail Log window, to view a confirmation that the E-mail was sent successfully.

Sub window finish

Unlock and Lock Screen

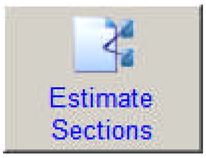
When more than one user is working on the programme the Tender Number screen will refresh every 25 seconds. To disable the screen from refreshing, click the opened padlock in the top right hand corner which will lock the screen. To unlock the screen click the padlock into the opened position again.

Print

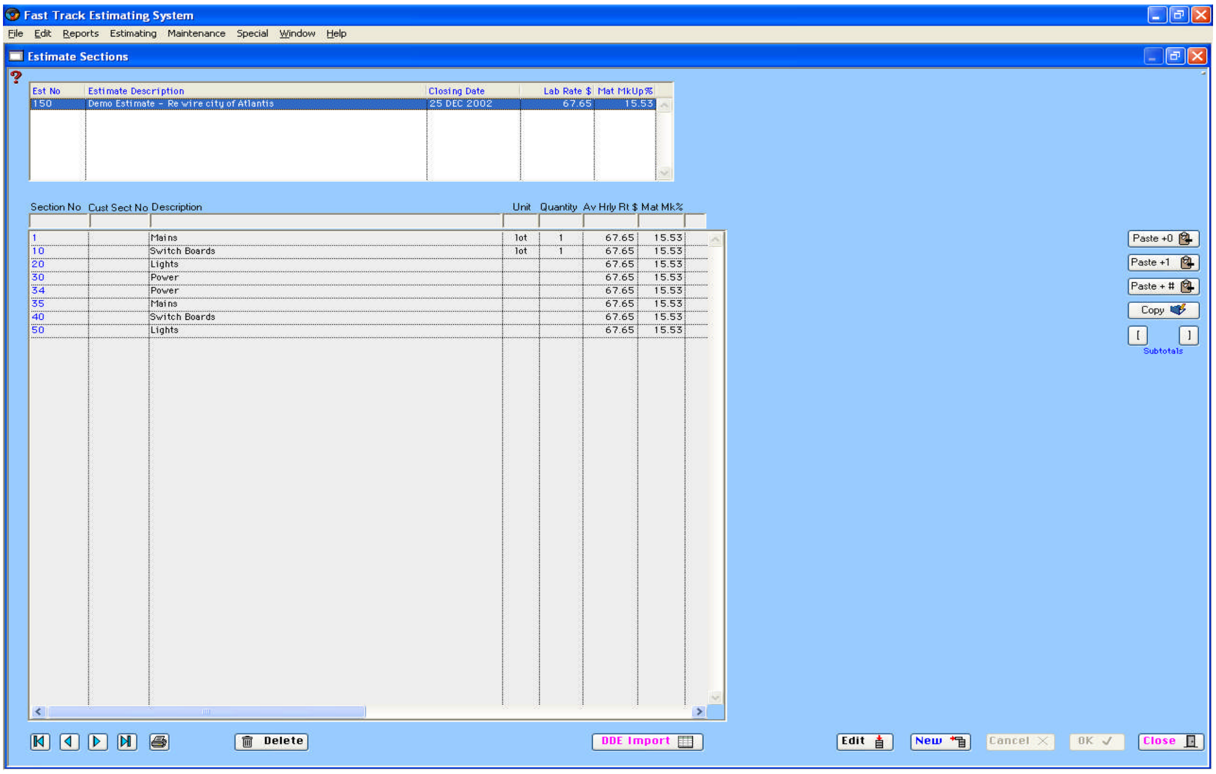
Click the **"Print"** button to obtain a printout of the Estimate details on the screen. If no record is selected the **"Print"** button will be shown as disabled.

Click the **"Close"** button to return to the Estimating Menu

7.2 Estimate – Sections



New Sections allow the Estimate to be broken down into various Numbered Sections with Descriptions. When an Estimate number is taken out, the program automatically enters a Section Number 1 and gives it the description of **"UnNamed",** as all estimates must have at least 1 section. The program allows for up to 999 sections. The entry window allows for the optional input of schedule of rates quantities, so a schedule of rates can be produced if required (See **"Estimate Reports"** section for more details).



Operation

From the list of active estimates displayed, click the selected estimate and the sections will appear in the lower screen. To enter a section number and description, click **"New"** and enter a section number. The program checks to see if that number is unique, if not, the cursor remains on the field and alerts the operator. **"Tab"** to the **"Description"** field, type description into the field, then click **"OK"**. The record is then written to the hard disc and displayed in the list below.

Note: The hourly rate and material mark up % are added automatically if no entry is made.

Alter Existing Record

Modifications and additions can be made to the selected Estimate sections. To change existing section numbers, description and rates, highlight the item, click **"Edit"**, then **"Tab"** to the field required. Click **"OK",** and the changed details will be recorded. Double clicking on the record will also activate the edit mode.

To Move Up and Down

The next and previous lines are available by clicking on the arrow to move one line or the barred arrow to move to the top or bottom of the field.

Print

Click **"Print"** to obtain a printout of the Estimate sections on the screen. If no record is selected the **"Print"** button will be shown as disabled.

Delete

Highlight the lines to be deleted and click **"Delete"** button.

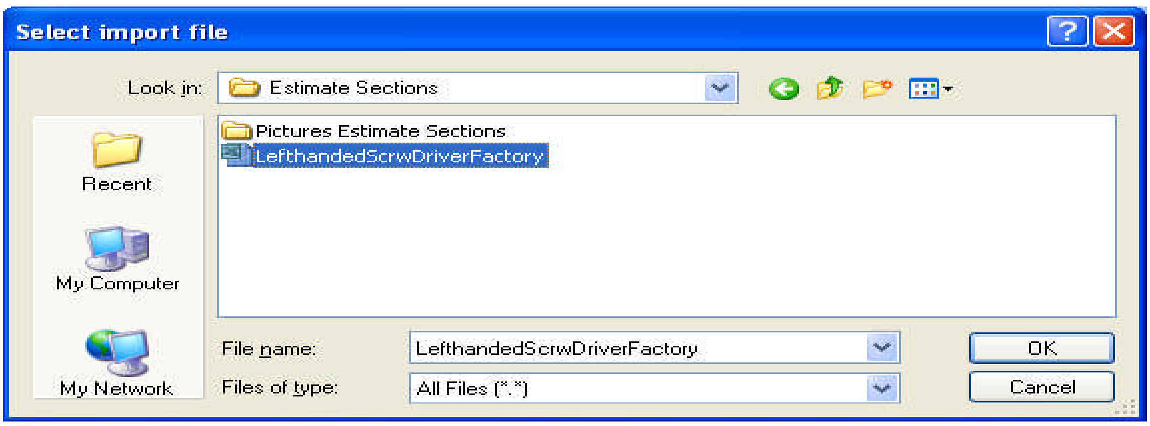
Estimate- New Sections

DDE Import

This button allows for information to be imported from excel into Fast Track section break up.

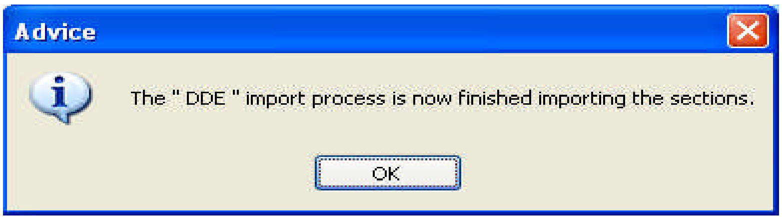
	A	B	C	D	E	F
1	Left Hand Screw Driver Factory					
2	**SectionNo**	**Description**	**Unit**	**Qty**	**Av Hrly Rate**	**Mat MarkUp %**
3	150	Mains	M	10	56.50	10
4	160	Submains All Building	Lot	1	73.50	10
5	170	Switch Boards	Lot	1	48.50	10
6	180	Distribution Boards	Lot	1	85.20	10
7	105	Lights	Lot	1	95.20	10
8	111	Power	Lot	1	75.20	10
9	125	Communications	Lot	1	75.20	10
10						

In this situation, the information to be used, could come in excel or word table format. Before the import can be done, the excel spreadsheet must be formatted as per the above diagram. Once the information is in a spreadsheet, bearing in mind that fast track begins to read in row two, and ensuring that all figures in the section number column are numbers. The procedure will terminate when an empty space is encountered in the section number column. So it is important that you have no empty spaces.



When the **DDE Import** button is clicked, the **Select Import File** menu will appear. This is where you select the Excel file that is to be imported into the Fast Track system. The file should now be linked and with an "OK" the program will run.

The information should now be imported.



By pressing the ok button the information should appear in the table on the Fast Track screen. If all the information has been entered correctly into the data source, all fields will be completed and a message will come up telling you that the program has finished importing the data.

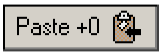
Section No	Description	Unit	Quantity	Av Hrly Rt $	Mat Mk%
1	Un Named				
105	Lights	Lot	1	95.20	10.00
111	Power	Lot	1	75.20	10.00
125	Communications	Lot	1	75.20	10.00
150	Mains	M	10	56.50	10.00
160	Submains All Building	Lot	1	73.50	10.00
170	Switch Boards	Lot	1	48.50	10.00
180	Distribution Boards	Lot	1	85.20	10.00

The information will be listed in numerical order by the section number column.

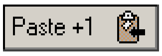
Cancel

Highlight the incorrect input field, click **"Cancel"** to remove.

To eliminate time in entering section descriptions the following functions are included. Anything with carriage returns or line feeds can be copied and pasted with the following variations.



Paste without section numbers



Paste with section numbers consecutively (by 1)

Paste with section numbers at any intervals ie 2, 5, 10

Pastes highlighted information in the section description into another Estimate section.

The square brackets feature is to allow sub totalling in the estimate. Should you wish only Sections 3 through Section 6 be sub totalled place a [at the beginning of Section 3 and a] at the beginning of Section 6 and these Sections will be sub totalled separately.

To remove the square brackets right click on the [or].

Features

An hourly rate is entered into the first section when the tender number is taken out and will be entered as a default into the respective fields. Existing entries may be altered at any time if not acceptable. Sections can have different rates, as this may be a requirement of the tenders costing structure. The tender price break up report will reflect the variances.

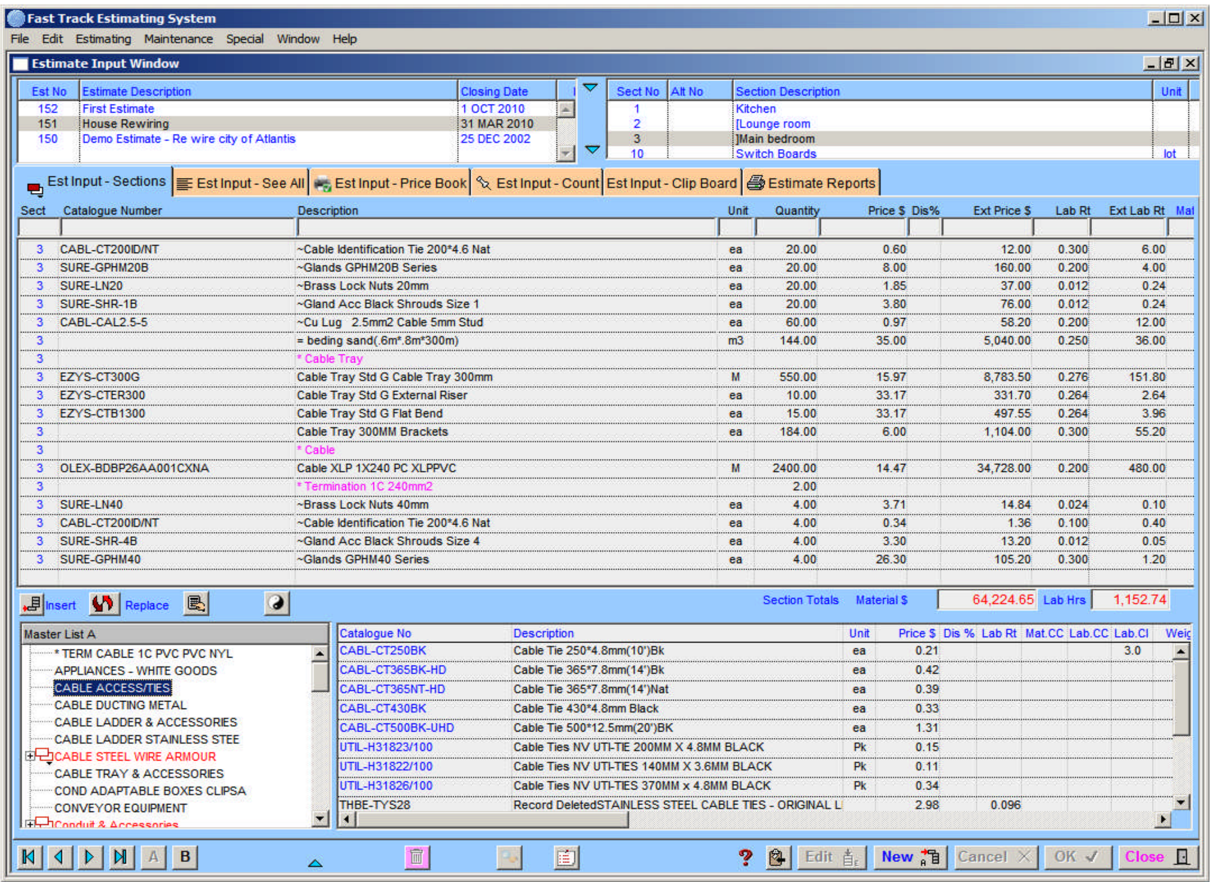
Note: See **"Tender Number"** Section for all rate changes.
This feature is also available in **"Estimate Input - See All"** screen.

7.3 Estimate Input

7.3.1 Estimate Input – Sections

This window is comprised of 4 screens, **Estimate Description, Section Description, Estimate Input Sections and Master List Headings.** Information can be entered into an estimate by two methods.

Firstly, manually type in non-standard items (not contained in a Master List). **Secondly,** double click items displayed in a Master List. This transfers the information from the Master List to the input fields of the selected estimate and estimate section.



Please Note:

- When creating a new entry right clicking in the boxes labelled **Mat CC**, **Lab CC**, **LabCl**, or **Alt CC** will also produce additional menus. *Refer to section 7.2 below.*
- **Area** (Area Code) simply requires you to enter G = General, O = Offsite, S = Subcontract or P = Plant or leave it blank.
- Right clicking inside the main tables will access additional menus. *Refer to sections 7.3 to 7.4 below.*

Operation

- Select from the active list of estimates in the **"Estimate Description"** box. The list will automatically extend once the mouse is placed over the box and will compress when the mouse is removed from the area.
- Select the required estimate, click once to highlight, and the **"Section Description"** screen is activated.

- Select the required section, click once to highlight.

The **"Estimate Input – Sections"** screen is now activated, ready for initial input of labour and materials or alterations and additions to existing estimates.

 To display the whole list, click on the down facing arrow. Once you have selected the item heading the list will retract back to normal, clicking on the arrow again will have the same result.

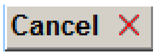
New Entry

Click **"New"** button, the cursor will start flashing in the entry field **"Description"**. Insert information in the respective fields by typing the information in or select from the Master List. Click **"OK"** to write the entry to the hard disc. Click **"New"** to add each entry.

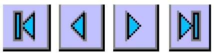
Note: Fields do not have to contain all information at this time, the **"Edit"** function can be performed at a later stage. For example: The main switchboard description can be entered, and after receipt of the best price from specialised suppliers, the **"Edit"** function is used to input the price.

Alter an Existing record

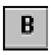
Click the item to be changed, click **"Edit"**, the record is now ready to be changed. Use the **"TAB"** key to move across the fields or click into the field to be change. When changes are complete, click **"OK"**. Note by double clicking on a record in the list this will automatically send the program into the edit mode with that record.



Highlight the incorrect input field then click **"Cancel"** to remove.

 **To Move Up and Down**

The next and previous records are available using these buttons. Click on the arrow to move one line, or the arrow with the bar to move to the top or bottom of the table.

Master list  and 

There are two master lists providing two locations to store estimating prices and labour rates. For multi system users this allows a standard Master List in "A" and the estimators work focus list in "B". For example: The company may have 3 estimators working on commercial and industrial projects, in which case all three (3) would have the standard "A" list and one (1) would have an instrumentation oriented "B" list.

Entry using a Master List

- Click "**A**" or "**B**" button to select the required **Master List**.
- Scroll the list of headings and highlight the required item to bring up a list of materials available under that heading.
- Highlight the required material, click "**New**" button and it will be placed in **"Estimate Input"** fields. Use the "**Tab**" key or mouse to move to the next field. If the pre-entered price, discount, tax and labour rates are acceptable, click "**OK**".

The entry is written to the hard disc and the record will appear at the top or bottom of the list dependent on the preferences. If, however, the pre-loaded information is not acceptable, overwrite using the "**Edit**" function.

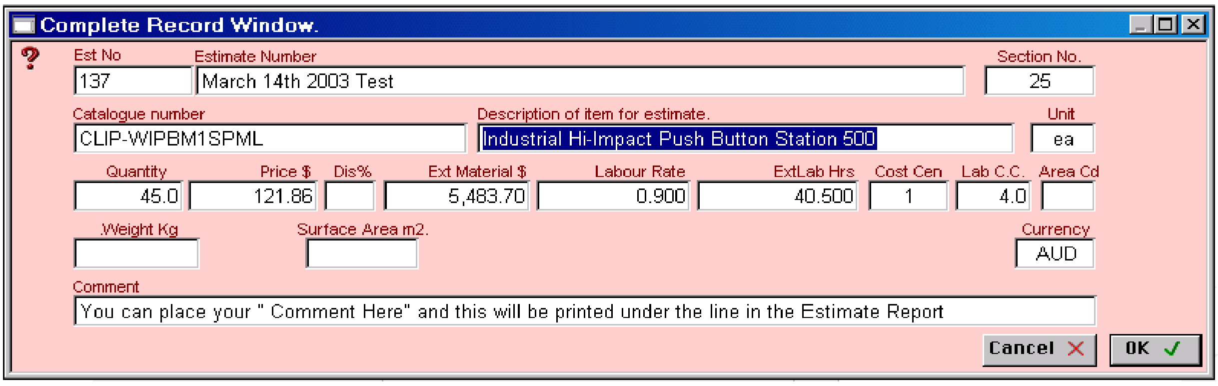
Delete

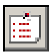
To delete multiple records in **consecutive order,** select a record in the list, click and drag with the mouse. Once the desired items are selected release the mouse and press **"Delete"** button, the selected items will be deleted. The **Delete** button also has an undo function this is instigated by right mouse and is only good for one shot. Note information deleted is not placed back in the same order, and is added at the end of the list.

Note: The new lines copied are placed at the bottom of the list until a redraw of the list takes place. This occurs when the number in the preferences is reached, or a **re-selection** in the combo box is double clicked. The program then sorts lines in the list into their respective section order.

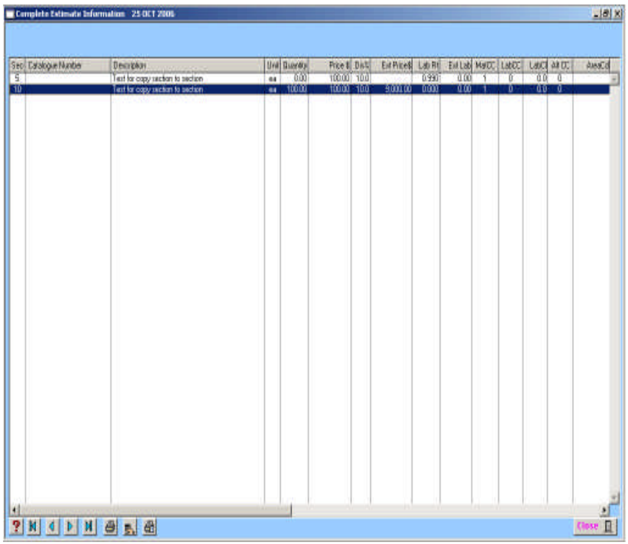
Comment Screen

By highlighting an item in the Estimate and clicking on this button the following screen will appear.





Complete Estimate information



This button opens a window that allows the use to see the entire estimate and allows special reports to be generated.

The Complete Estimate Information screen allows the user to view the complete estimate and allows each column to be sorted via the headed list.
This allows the user to do a variety of reports in A3 format.

For example if user was to sort on currency the window remembers the last sorted column and a report can be generated and when the currency unit changes then totals are produced.

Any column can be sorted on and any report can be generated, some reports may be useless in some situations.

A normal click prints the whole lot of the current Estimate sorted in Sections order.
A Right mouse click prints the selected lines and sorts in Section order.

Calculate the totals of the selected lines by clicking on this button. Qty = Quantity, Extended Material = $, Extended Labour Hours = Hrs, Weight = Kilograms and Surface Area = m2

This prints the Estimate in the last sorted order and gives a Subtotal when the column sorted on changes in value. See above example.

Help - Click the Question Mark - **"Help Button"** and a description bar will appear when any other button is activated describing the function of that particular button.

Copy - This copies non-consecutive selected records and places duplicates of those records at the bottom of list.

Insert - Click one of lines in estimating table, then click this button, this allow you to insert a line above the line you just select.

Replace

Use this function when it becomes necessary to replace an existing item, **but maintain the order of entry**. For example, an addendum is received increasing a 100mm conduit to 150mm. Click on the record to be replaced to highlight the record. It will appear in the current record box above at the top of the input screen. The "**Replace**" button will be greyed allowing the user to click.

Select from a Master List the replacement item and click. The current selected record will then be changed to the replacement record. To accept the replacement record click "**OK**'. This ensures the order of entry remains unchanged and does not place the item at the bottom of the list.

If you do not accept use the "Cancel" button. This function can be used only with records containing Catalogue Numbers from a Master List.

It is desirable to keep the order of entry intact and this function is provided for that purpose. For example, a tender is laid out based on a 150mm conduit containing a specified number of cables and an additional cable is added. The new cable can be included without altering the order of entry.

This function takes some time to execute depending on the size of the section and position in the Estimate, **so use cautiously.**

Calculation

Select a line then click this button, this button shows you the total of the selected line.

Reorganise

This function cuts the selected lines from table of the displayed section, and holds the lines in memory. The icon will change to double arrows, this allows the user to select an insertion point in the table. Click on the button and the lines will be inserted into the new position order and will be written to the data file. Right click on the button to cancel the operation.

Note: If any sorts have been done previously in the section, this is the order that will be written to the data file and there is no undo facility.

Other Functions

- **Find by Cat No Ctrl+F**

When a catalogue number is known and the item is in the **"Master List"**, pull down the menu to the appropriate line and release. The cursor starts to flash in the **"Catalogue Number"** area on the screen, enter the Catalogue Number and **"OK"**.

If the item is available, the full description, prices, discounts and labour rates will appear. Tab across and enter the quantity or cancel. Should there be more than one item matching the catalogue number the program will walk through the next steps.

- Adding Quantities Together

To add quantities, e.g. the figure of 1159 is in the Quantity field and 233 is to be added without the use of a calculator.

Highlight the item, click **"Edit"**, enter the new figure of 233 in place of 1159, hold the **"Shift"** key down and **"Tab"** to the previous field. The values will be added. **"Tab"** to the next field, or use the **"enter"** key.

- Negative Value

A negative value can be entered by placing a minus sign in front of the value. This value will be subtracted from the total.

- Calculations

The description field is also capable of doing simple maths calculation and can be put into use in the following way. For example if the user wanted to calculate and display in the estimate how you came up with sand in trench enter the following.

Place the "=" as the very first character in the description field.

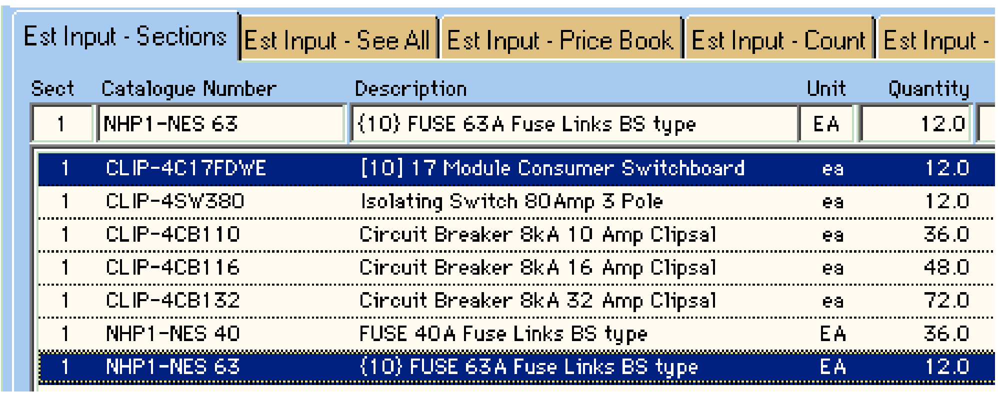
Example **" = Fill Sand(.6Wide*.3Deep*180mLong) "** when the field is tab out of the program will do an assessment of the calculation and if correct place the resultant in the quantity field.

- Quantity Record Referencing

The quantities in a record in an Estimate Section can be made to reference another record.

For example, you may have 'Distribution Boards' in various sections of your Estimate with fuses and the quantity may have to be confirmed. You can set a Master Record at the very beginning of the "description field" using square brackets [10]. The Slave Record can then be set with the same reference number using curly brackets {10}.

These may appear in numerous sections or numerous locations within a section. Once the quantity is known and entered into the Master Record the quantities in all the other records that have been referenced will also change automatically.


Est Input - Sections | Est Input - See All | Est Input - Price Book | Est Input - Count | Est Input -

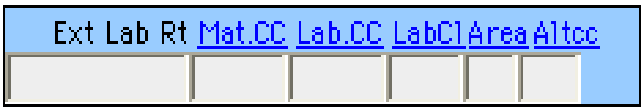
Sect	Catalogue Number	Description	Unit	Quantity
1	NHP1-NES 63	{10} FUSE 63A Fuse Links BS type	EA	12.0
1	CLIP-4C17FDWE	[10] 17 Module Consumer Switchboard	ea	12.0
1	CLIP-4SW380	Isolating Switch 80Amp 3 Pole	ea	12.0
1	CLIP-4CB110	Circuit Breaker 8kA 10 Amp Clipsal	ea	36.0
1	CLIP-4CB116	Circuit Breaker 8kA 16 Amp Clipsal	ea	48.0
1	CLIP-4CB132	Circuit Breaker 8kA 32 Amp Clipsal	ea	72.0
1	NHP1-NES 40	FUSE 40A Fuse Links BS type	EA	36.0
1	NHP1-NES 63	{10} FUSE 63A Fuse Links BS type	EA	12.0

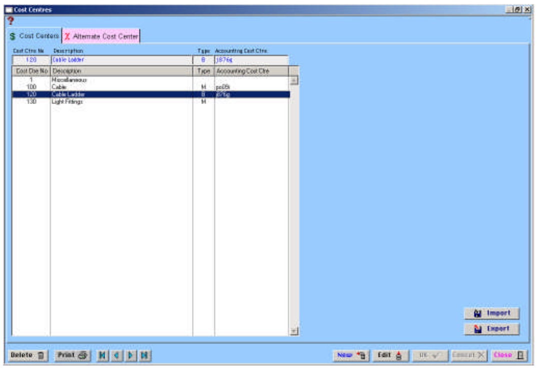
- Subcontractors

When preparing an estimate, you can determine the total value of subcontractors in the estimate by placing a "#" in the first part of the description. A subcontract value will be displayed on the first line of the Front Sheet.

7.3.1- 1 Cost Centres Menus

When creating a new entry you can access the Cost Centre Menus by right clicking in the allocated cells.



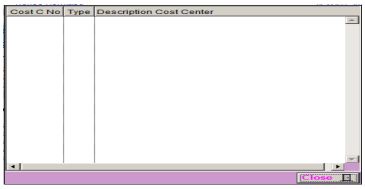


There's no right click menu available for Area Code, you simply need to enter G = General, O = Offsite, S = Subcontract or P = Plant or leave it blank.

Mat CC - Material Cost Centre
Lab CC - Labour Cost Centre
LabCl - Labour Class Cost Centre
Area - Area Code
Alt CC - Alternative Cost Centre

(To add to or edit your Cost Centres *refer to section 8.4)*

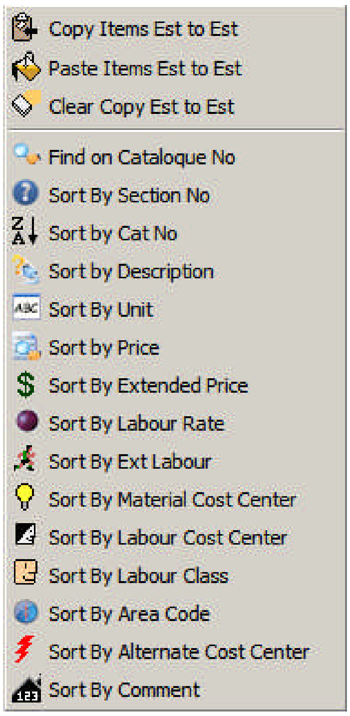
7.3.1 - 2 Cost Centres



To view the Cost Centres window, right mouse click in the Cost Centre cell. This will open a window displaying the Cost Centres. Once displayed click on the Cost Centre required, this will change the Cost Centre.

7.3.1 - 3 Description Window Menu

To find following menu, Right click in the main description window:



Copy Items Est to Est

To copy from an existing estimate to another, highlight the section in the estimate to be copied. Right click the mouse button to bring up the menu, click **"Copy Items Est to Est"**, select the estimate section to receive the copy, right click description field to bring up menu, click **"Paste Items Est to Est"**.

Paste Items Est to Est

Once you have copied, select the appropriate section and paste the contents by releasing on this menu.

Clear Copy Est to Est

This function could become necessary if a large portion of a section is selected and not pasted taking up considerable memory and slowing the computer. Should this happen, clear the previously selected records with this function.
To **"Sort"** your estimate by various column categories click on any of the above sort functions.

Find on Catalogue No
If you want to find an item with the catalogue number, this function will helps you to find the item. Click the button and enter the catalogue number in full.

Sort By Section No
Use this function if you need to sort all your estimating by Section.

Sort by Catalogue No
Use this function if you need to sort all your estimating by Catalogue number.

Sort by Description
Use this function if you need to sort all your estimating by Description.

Sort by Unit
Use this function if you need to sort all your estimating by Unit.

Sort by Price
Use this function if you need to sort all your estimating by Price.

Sort by Extended price
Use this function if you need to sort all your estimating by Extended Price.

Sort by Labour Rate
Use this function if you need to sort all your estimating by Labour Rate.

Sort by Ext Labour
Use this function if you need to sort all your estimating by Extended labour rate.

Sort by Material Cost Centre
Use this function if you need to sort all your estimating by Cost centre.

Sort by Labour Cost Centre
Use this function if you need to sort all your estimating by Labour Cost Centre.

Sort by Labour Class
Use this function if you need to sort all your estimating by Labour Class.

Sort by Area Code
Use this function if you need to sort all your estimating by Area Code.

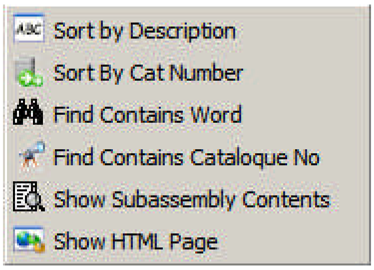
Sort by Alternate Cost Centre
Use this function if you need to sort all your estimating by Alternate Cost Centre.

Sort by Comment

Use this function if you need to sort all your estimating by Comment.

7.3.1 - 4 Master List Sort and Find

Right click in the Master List description field for the menu, click the **"Sort"** required.



Sort by Description

This will sort the Master List in description order.

Sort by Cat Number

This will sort the Master List in Catalogue Number order.

Find Contains Word

This instigates an input panel and by typing a word, for example, **"Outlet"** and clicking the **"OK"** button, a word search is activated on the description field in the current Master List. Any matches found are then displayed in the Master List table.

Contains Catalogue No

You can find an item from master list by catalogue number. Right click in the master list description field for the menu and select find contains Catalogue No. Then it will ask you to enter the catalogue number you want to find. After you enter the number, press 'OK' or simply press enter.

Show Subassembly Contents

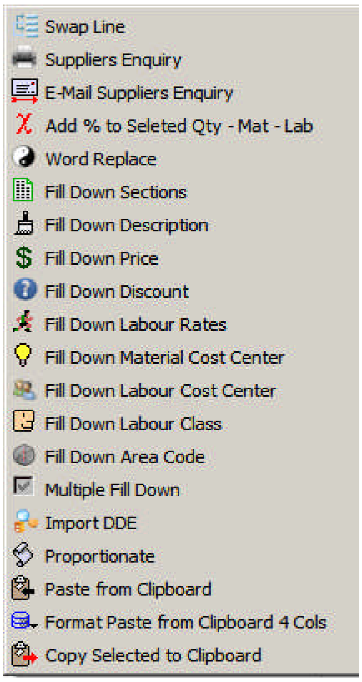
Double click on any record in **"PINK"** and it will display the subassemblies attached to that record. Click on any record in **"GREEN"** and it will highlight the Subassembly list. Then by clicking **"New"** or double clicking, highlight a record, then right click and select **"Show Subassembly Contents"** a screen will appear showing the contents of the Subassembly.

Show HTML Page

Double click on any record. By right clicking and selecting **"Show HTML Page"** information attached to that record will be displayed in an internet browser. Details on how to attach this information to any Master List record in the Master List Screen can be found in Section 8.2 of the Manual.

7.3.1 - 5 Access Menu

Right mouse click in **"BLUE"** area of the window to access menu.



Swap Line

To reverse the position of two lines, select the lines and use this function to swap them about.

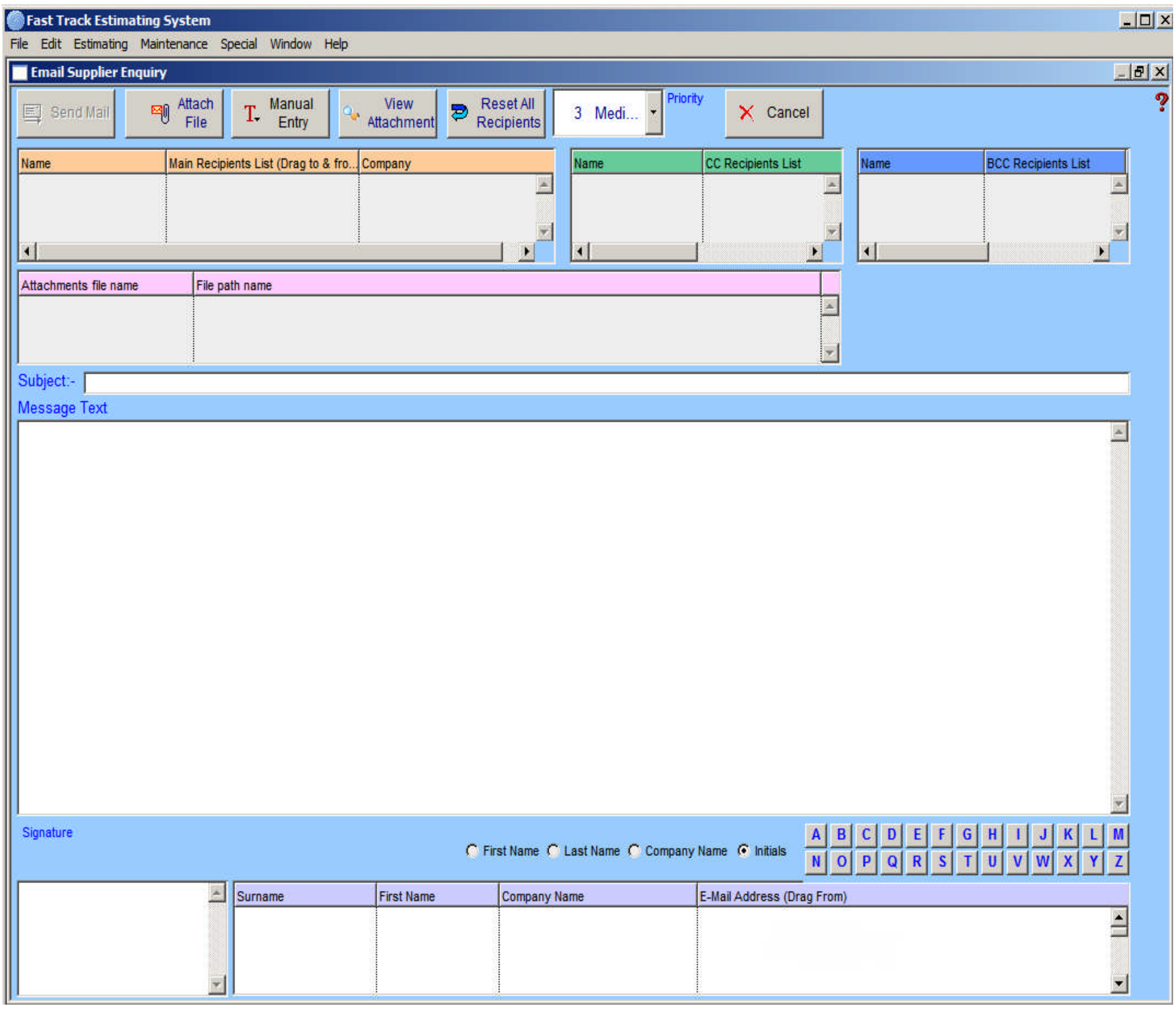
Suppliers Enquiry

Select the required items in the list field. You can select individual items, blocks of items or by using Ctrl Key and clicking on various lines. Click on **"Suppliers Enquiry"**, a **"Report Destination"** screen will appear, select destination of the report, include "date required by".

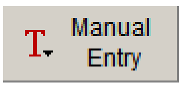
E-Mail Suppliers Enquiry

Select the required lines of information. These can be E-mailed directly from Fast Track using the inbuilt E-mail browser.

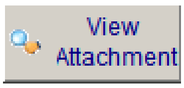
Click on **"E-Mail Suppliers Enquiry"**, a box appears **"E-mail Selected Lines"** click **"YES"**. After clicking this function the following screen will appear.



You can narrow the 'Address List' by clicking on the lettered tabs. You can now drag the address book recipients into the Main Recipient List, Carbon Copy or Blind Carbon Copy list shown above. You can drag recipients between each of the recipient lists.

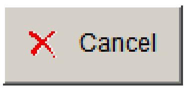


If the recipient is not included in the Address Book you can manually type in the E-mail address by clicking the Manual Entry button.



This allows you to view the attachments with .html file extensions.

This clears all recipients from the Main, CC and BCC lists.



This cancels the E-mail and closes the window returning to the Estimating Input Screen.

This allows you to attach other files and documents to your E-mail.

Once you have added the text to your E-mail message press the TAB key to activate the send button allowing you to send the E-mail. Once sent you will receive a confirmation that the E-mail was sent successfully and an option to print the E-mail if you require a hard copy. The window will automatically close returning you to the Estimating Input window.

The recipient can view the E-Mail in any HTML browser, such as Internet Explorer. This document can also be opened in Microsoft Word or Microsoft Excel, or any other program that can open an HTML document. The document can then be edited by the recipient and emailed as an attachment back to the sender.
You can view the details of your E-mails under the 'Maintenance Menu' heading. (See Section 8.10 – Mail Log).

Add % to Selected Qty – Mat – Lab

Available in **"Est Input - Sections"** and **"See All"** screens only.

You can apply a percentage increase to selected lines in an estimate. The percentage can be applied to Labour Hours, Price or Quantities. For example, a section of work has a greater degree of difficulty because of a height factor, a 20% increase to the hourly rate is required to adjust that section to realistic hours making the estimate more accurate.

Highlight the required items, access the menu by a right click in **"BLUE"** section and select **"Add % to Selected Items"**. A new window will appear on the screen asking for a figure to be placed in the field, e.g. 20 represents 20% (the maximum value is 100 and minimum is 2 decimal places.)

Labour, Material or Price can then be selected (labour is the default). Click **"OK"** and a 20% increase will be applied to the selected records.

Word Replace

Highlight selected item, access menu and click **"Word Replace"**. A new window **"Replace Word with Another"** appears. Type in change required, click **"OK"** to complete.

Fill Down Sections

Available in **"Est Input - Sections"** and **"See All"** screens only. The Fill Down facility can be used to fill down the values selected in the first line to non-consecutive or consecutive selected lines.

For example, if you have a section that had to be changed, change the top most required line, highlight this record and all other lines required, right mouse click in blue area and select **"Fill Down Sections"**. This applies to the rest of the "Fill Down" commands.

Fill Down Description

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Price

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Discount

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Labour Rates

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Material Cost Centre

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Labour Cost Centre

Select required line and click the **"Edit"** button. Tab across to the Labour Cost Centre field and type in Labour Cost Centre number then follow the **"Fill Down Sections"** procedure. Available in **"See All"** section only.

Fill Down Labour Class

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Fill Down Area Code

Available in **"Est Input - Sections"** and **"See All"** screens only. Follow **"Fill Down Sections"** procedure.

Multiple Fill Down

Available in **"Est Input - Sections"** and **"See All"** screens only. Select required line and right click outside of the table, then the following screen will show up. You can select multiple columns to be fill down. It will fill down every item you checked.

Import DDE

	A	B	C	D	E	F	G	H
1								
2	**Catalogue No**	**Description**	**Unit**	**Quantity**	**Price $**	**Dis%**	**Tax%**	**Labour Rate**
3	HPM -1900CXW	Outlet TV White Base	ea	12	28.62	20		0.3
4	6450 1 025-60	Patch Panel 24 Port RJ45 Cat 5	ea	333	261.6	5		0.5
5		* Cable Term 2C+E PVC PVC 16mm2		2	0	0		1
6	CABL-CAL16-6	~Termination 16mm2 cu CRIMP LUG	ea	8	1.22	30		2
7	CABL-CAL6-6	~Termination 6mm2 cu CRIMP LUG	ea	4	0.67	30		1.5
8	CRIT-0704	~Cable Marking Strip 10 Digit Critchey	ea	4	3.42	35		0.005

The system has a DDE (Dynamic Data Exchange) function. This means information can be imported into the current section of an estimate from an Excel spreadsheet called "Target.xls".
You must have an Microsoft Excel spreadsheet open along with the Excel file "Target.xls", and the columns lined up in the following order:-

Catalogue Number, Description, Unit, Quantity, Price, Discount, Tax, and Labour Rate.

Spreadsheets can be used for evaluation of light fitting prices or to access information received in spreadsheet format. The information can be organised into an area to act as a gateway for exchange. When this feature is used, the information is entered into the currently displayed section. The procedure is designed to obtain information from the 3rd line downward in a spreadsheet until a blank description (line) is found, then it will terminate.

Note: Numeric fields in Excel must be displayed without "$" signs, as the system see these as Alpha fields and the information is not imported.

Proportionate

This function alters a selection of quantities by a related proportion. Highlight a selection of items, the first being the one controlling the proportion of change. Access menu, select **"Proportionate"**, the procedure will alter the rest of the selected line based on the change of proportion of first line selected.

For example, by changing 10 to 20 the selected quantities are changed proportionately.

Sect	Catalogue Number	Description	Unit	Quantity
10		* Cable Term 4C+E PVC PVC 10mm2		10.0
10		* Cable Term 4C+E PVC PVC 10mm2		10.0
10	SURE-LN25	~Brass Lock Nuts 25mm	ea	20.0
10	SURE-SHR-3B	~Gland Acc Black Shrouds Size 3	ea	20.0
10	SURE-GPHM25	~Glands GPHM25 Series	ea	20.0
10	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	20.0
10	CABL-CAL4-5	~Cu Lug 4mm2 Cable 5mm Stud	ea	20.0
10	CABL-CAL10-6	~Cu Lug 10mm2 Cable 6mm Stud	ea	80.0

Right click Menu
Change value in top record and " OK ", all other selected values are changed proportionately

Sect	Catalogue Number	Description	Unit	Quantity
10		* Cable Term 4C+E PVC PVC 10mm2		20.0
10		* Cable Term 4C+E PVC PVC 10mm2		20.0
10	SURE-LN25	~Brass Lock Nuts 25mm	ea	40.0
10	SURE-SHR-3B	~Gland Acc Black Shrouds Size 3	ea	40.0
10	SURE-GPHM25	~Glands GPHM25 Series	ea	40.0
10	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	40.0
10	CABL-CAL4-5	~Cu Lug 4mm2 Cable 5mm Stud	ea	40.0
10	CABL-CAL10-6	~Cu Lug 10mm2 Cable 6mm Stud	ea	160.0

Paste from Clipboard

Any information than can be copied, for example, an Excel spreadsheet can be copied by highlighting and pasting directly into the description field of your selected estimate and section.

Format Paste from Clipboard 4 Cols

You can copy items from clipboard and paste it to your estimating as using this button. This only applies from description to labour rate column.

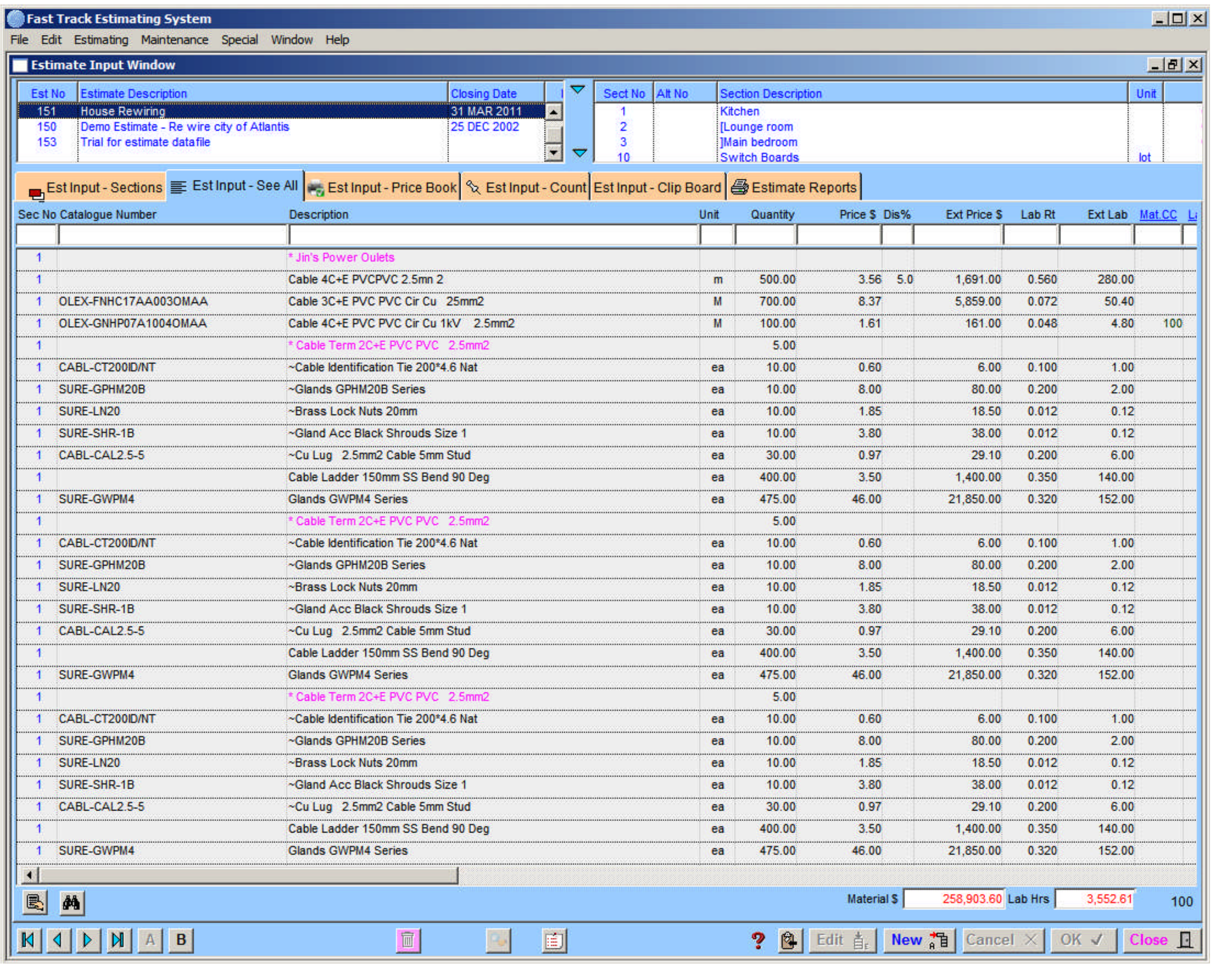
Copy Selected to Clipboard

You can copy any of selected items in the list to the clipboard with this function. This is useful to copy into none windows spread sheet. This does not copy formulas in this procedure.

You can edit information while in this screen, such as the Description, Unit, Quantity, Price, Discount, Weights and Area, this will be reflected in the Estimate. This feature can be used in both the "Est-Input Sections" and "Est-Input See All" screens.

7.3.2 Estimate Input - See All

The "Estimate Input – See All" window displays the complete Estimate in section order. Alterations and additions to the estimate can be made as described in **"Estimate Input > Sections"**.



Sec No	Catalogue Number	Description	Unit	Quantity	Price $	Dis%	Ext Price $	Lab Rt	Ext Lab	Mat.CC
1		* Jin's Power Oulets								
1		Cable 4C+E PVCPVC 2.5mn 2	m	500.00	3.56	5.0	1,691.00	0.560	280.00	
1	OLEX-FNHC17AA003OMAA	Cable 3C+E PVC PVC Cir Cu 25mm2	M	700.00	8.37		5,859.00	0.072	50.40	
1	OLEX-GNHP07A1004OMAA	Cable 4C+E PVC PVC Cir Cu 1kV 2.5mm2	M	100.00	1.61		161.00	0.048	4.80	100
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	
1		* Cable Term 2C+E PVC PVC 2.5mm2		5.00						
1	CABL-CT200ID/NT	~Cable Identification Tie 200*4.6 Nat	ea	10.00	0.60		6.00	0.100	1.00	
1	SURE-GPHM20B	~Glands GPHM20B Series	ea	10.00	8.00		80.00	0.200	2.00	
1	SURE-LN20	~Brass Lock Nuts 20mm	ea	10.00	1.85		18.50	0.012	0.12	
1	SURE-SHR-1B	~Gland Acc Black Shrouds Size 1	ea	10.00	3.80		38.00	0.012	0.12	
1	CABL-CAL2.5-5	~Cu Lug 2.5mm2 Cable 5mm Stud	ea	30.00	0.97		29.10	0.200	6.00	
1		Cable Ladder 150mm SS Bend 90 Deg	ea	400.00	3.50		1,400.00	0.350	140.00	
1	SURE-GWPM4	Glands GWPM4 Series	ea	475.00	46.00		21,850.00	0.320	152.00	

Note: All buttons operate as in "Estimate Input > Sections".

Other Functions

See **"Estimate Input > Sections"** for menu commands.

Total Selected lines

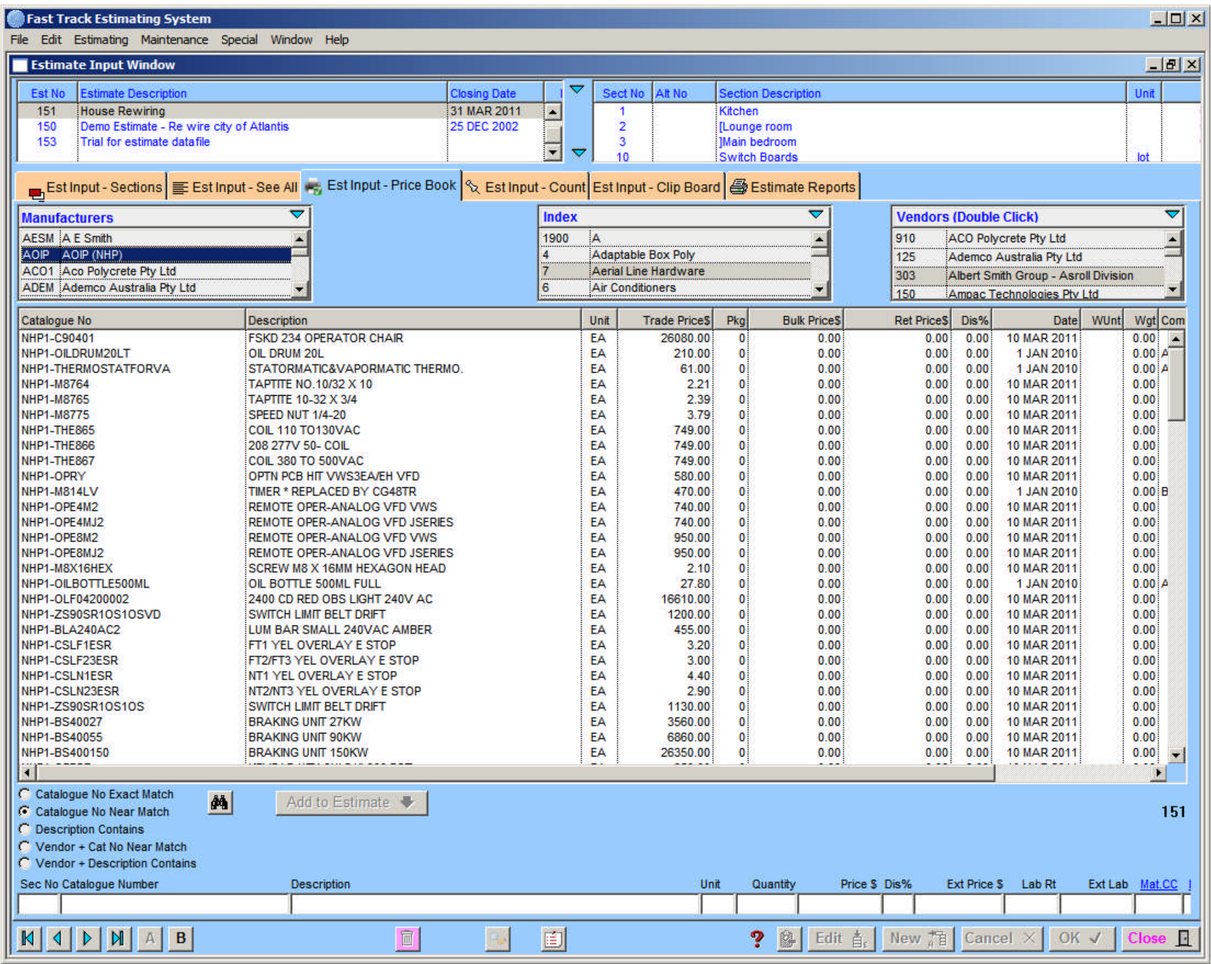
Highlight selected lines, click **"calculator"** button to bring up totals of labour and materials in the selected area.

Find

Click this button, then it will ask you to enter the word you wish to search on in the description field to find.

7.3.3 Estimate Input - Price Book

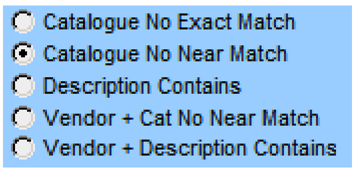
Information stored in the **"Price Book"**, can be entered directly into the active Estimate from the display list. Items are entered into the Estimate mostly in units of 1, except where stated in the unit field.



Items can be found via the three drop down lists, **"Manufactures"**, **"Index"** and **"Vendors"**, or by using the **"Search Type"** function. The type of search can be specified in the drop down list.

By clicking on the Headed Lists (Catalogue No, Description, Price etc) you can sort in ascending or descending order in the various columns.

Search Type



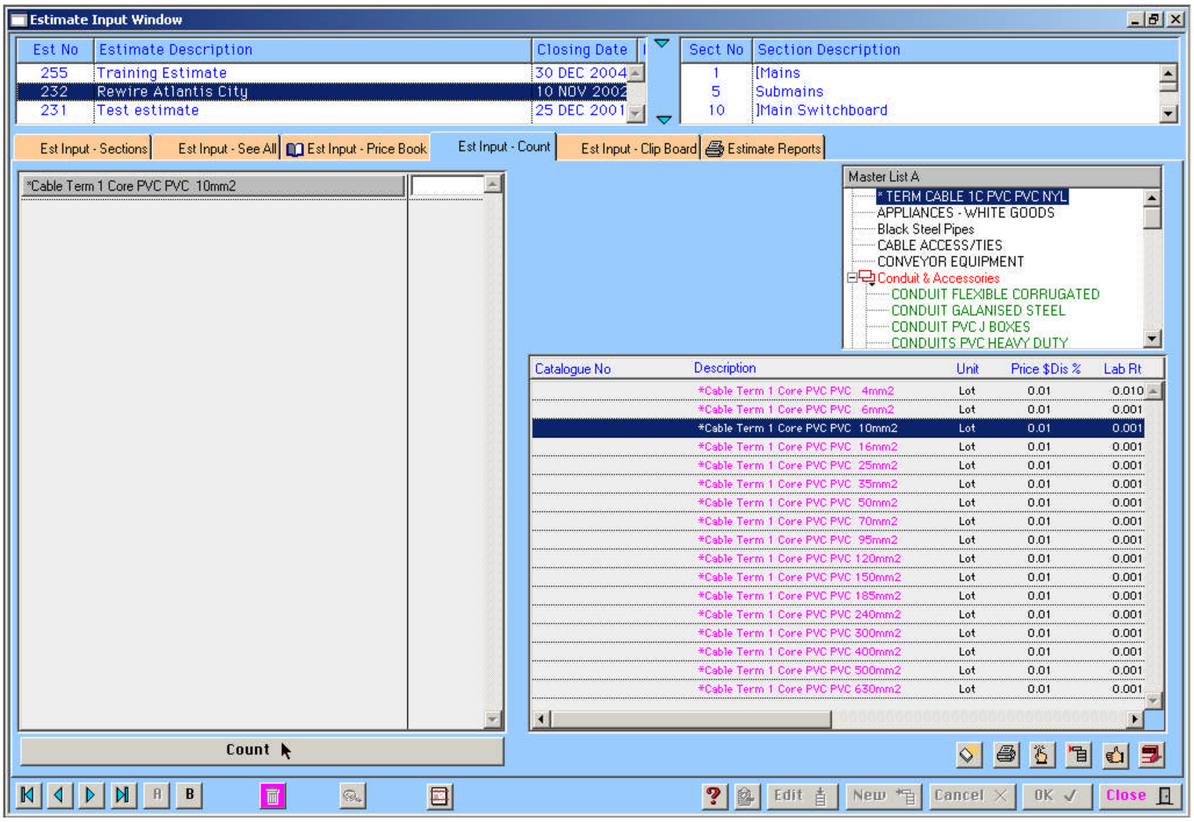
To find by catalogue number, select one of **Search Types** and click to find.

The procedure finds the closest match and redraws the window. The find is not always an exact match; the find function may locate an item with a similar catalogue number in another product line.

Once a record is found, select by clicking on the line, then the button **"Add To Estimate"**. The item will be included in the Active Estimate and Section, once quantities have been added, press **"OK"**.

Note: All buttons operate as in "Estimate Input – Sections".

7.3.4 Estimate Input - Count



Clears the count list of its contents or dragging the unwanted line over the Clear button will also delete individual lines.

Prints the count list to printer or screen etc.

For insertion of a non-Master List item into the count screen list.

Provides direct entry into the list for items, e.g. cable, where it is not practical to use the count button.

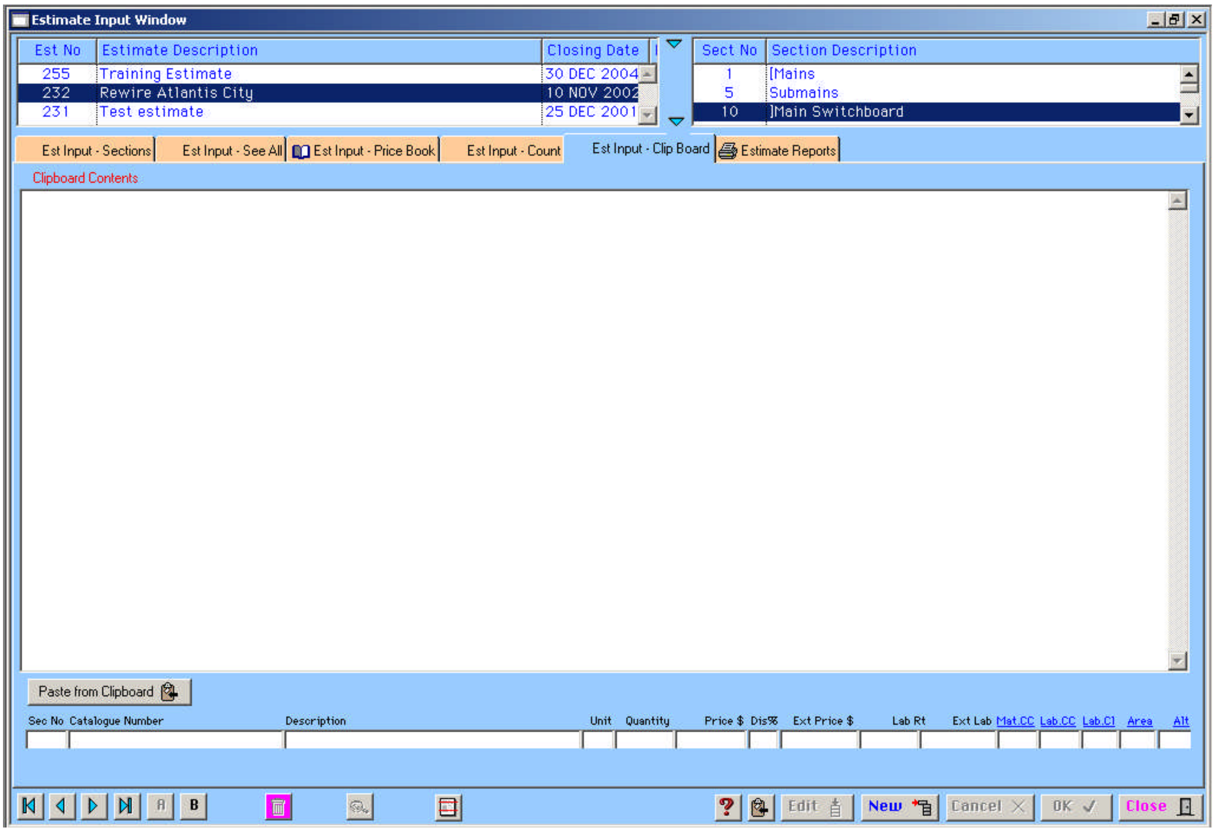
Click to turn the sound On and Off.

Sends the contents of the count screen list to the Active Estimate and Section.

Note: All buttons operate as in "Estimate Input – Sections".

The information contained in this window is **"memory only"**, and could be lost by a power failure until transferred to the estimate.

7.3.5 Estimate Input – Clipboard



This function allows input of information into an Estimate via the Clipboard, e.g. from a spreadsheet, word document, internet, or generated from a scanner etc.

Copy information into the Clipboard, click "**Paste from Clipboard",** and the contents are copied into the large field.

Set the Estimate Number and Section Number by clicking **"New"** and entering the new information.

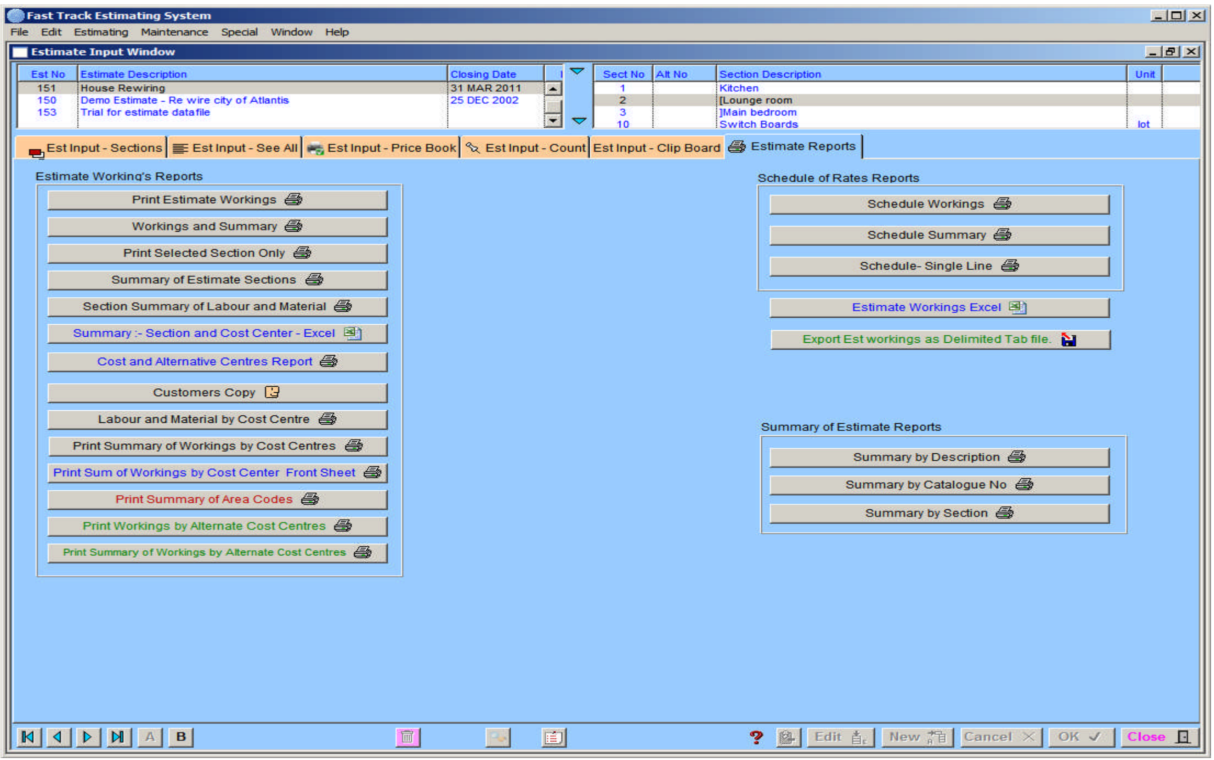
Highlight the text or figures by pressing the mouse button and dragging the hand along the text from Right to Left etc. Once highlighted, drag and drop the information into the appropriate field by pressing the mouse button on the highlighted text and holding.

The cursor can be dragged over the entry fields releasing the copy into a field. Complete by entering quantities or other information.

Click the "**OK"** button and the information is inserted in the estimate.

Note: All buttons operate as in "Estimate Input – Sections".

7.3.6 Estimate Input – Reports



The Estimate Report screen provides report options grouped under 3 headings. **"Estimate Workings Reports"- "Schedule of Rates Reports" - "Summary of Estimate Reports"**.

Highlight the estimate required, click type of report required. A **"Destination Report"** screen will appear for selection of destination.

- Estimate Workings

Print Estimate Workings

This prints out the estimate workings including the labour and material but does not include the catalogue number.

Workings and Summary

This report joins the labour & Materials and the summary of sections together.

Print Selected Section Only

This will prints the selected section of the Estimate. A right mouse click will do the same report in Excel Report.

Summary of Estimate Sections

The button produces a summary of the Materials by Catalogue Number for each section on a separate page.

Section Summary of Labour and Material

This report gives the dollar value of Labour and Material As separate $ values. With right mouse click, this will produce the same report in Microsoft Excel.

Summary :- Section and Cost Center - Excel

The Summary button opens Microsoft Excel and produces a report, by section, with each section being broken down into Cost Centres. Labour hours are produced per Cost Centre along with selling prices being produced using the gang rate found in the section description. Selling prices are shown GST inclusive and GST exclusive.
This report will also produce subtotals by placing a "#" at the beginning of the field in the section description.

Cost and Alternative Centres Report

This report gives the dollar value for Material and Hours broken into Cost Centre and further split into Alternative Cost Centres.

Customers Copy

This report can be presented to a Customer as a sectional break up. The report displays no Material Mark up or Labour rates. Report available in Microsoft Ecel with right click.

Labour and Material by Cost Centre

This report prints out the labour and Material workings based on the Cost Centres.

Print Summary of Workings by Cost Centres

This report prints out a summary of the working by cost centres.

Print Sum of Workings by Cost Center Front Sheet

This button will provide a Summary of Workings by CC Including Front Sheet.

Print Summary of Area Codes

This button will provide a report on the break up of Area Codes used in the Estimate.

Print Workings by Alternate Cost Centres

The button produces a report of workings by the Alternative Cost Centres

Print Summary of Workings by Alternate Cost Centres

The button produces a Summary of Workings by Alternative Cost Centres.

- Schedule of Rates Reports

Schedule Workings

This produces a schedule of rates showing all workings and a total for each secion. And a grand total.

Schedule Summary

This produces a summary of the items in schedule and no workings.This report can also be produced in an Excel format by doing a right click.

Schedule- Single Line

This produces a single line schedule of rates, where every line in an estimate is priced using the Labour rate and Materia markup.

Estimate Workings Excel

The report can be generated into a Microsoft ‘Excel’ file already preformateed and page setups automatically done. Do modify any cells whilst data is being transported ito Excel.

Export Est workings as Delimited Tab file.

The Export button produces an Export file of the current Estimate, with all sections, to a nominated destination when prompted and named for the purpose of exporting the Estimate workings to an formatted Delimited Tab (.prn) file. This may assist the Project Manager on site. By doing a right mouse click on the button a report will be generated directly into an Excel Spreadsheet.

- Summary of Estimate Reports

Summary by Description

This prints a report based on a description summary. For example if you have ‘Conduit in Slab’ and Conduit Surface’ they produce summary.

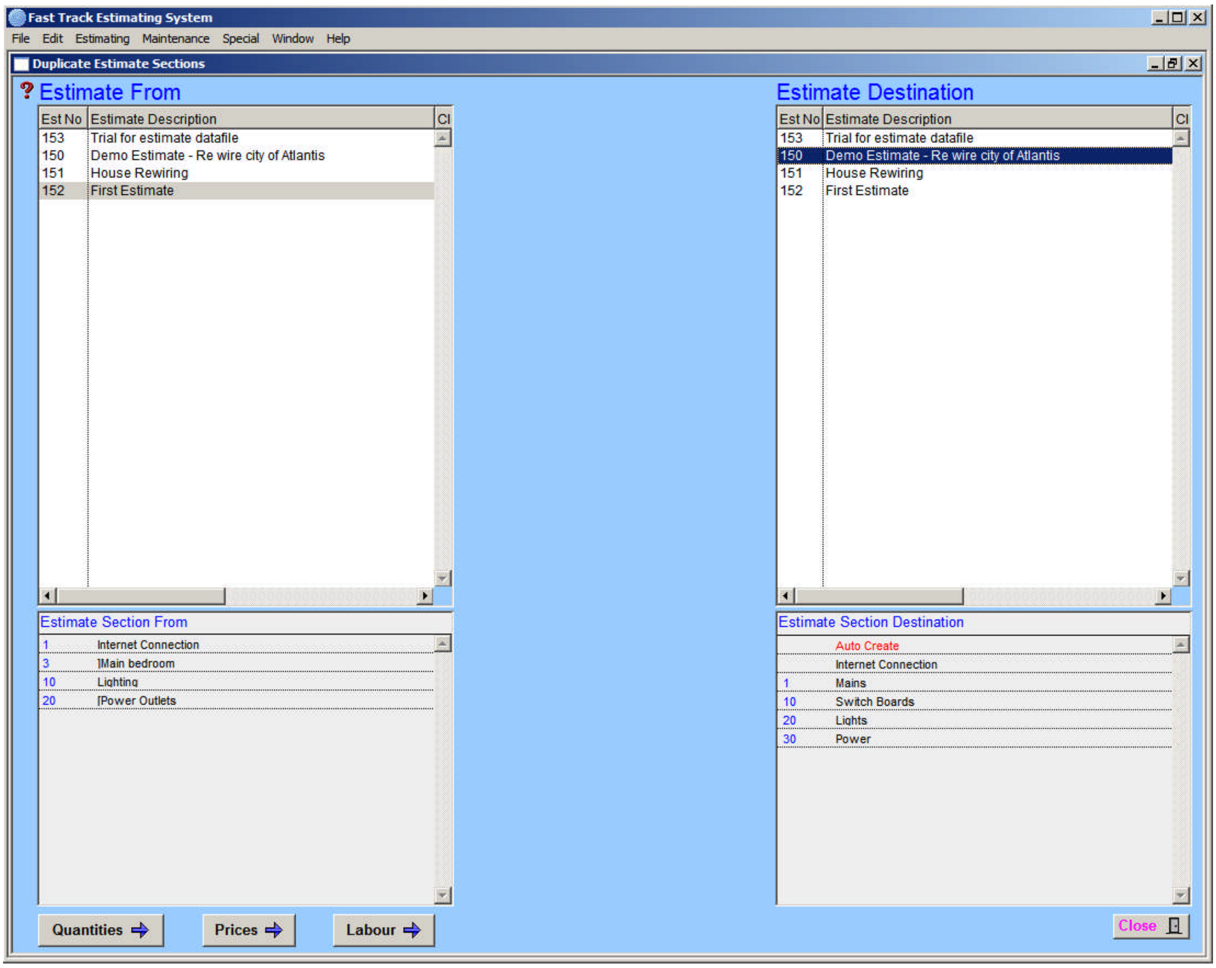
Summary by Catalogue No

This prints a report based on a catalogue number.

Summary by Section

This prints a report based on one page per section, summarised on description. Right click to add the Cost Centre to Description.

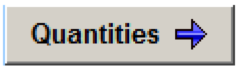
7.4 Duplicate Estimate Sections



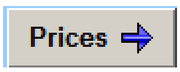
Operation

Create new sections in the estimate receiving the duplications, (refer **"New Sections**").

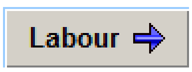
Top screens display current estimates, select required sections in both. The cursor becomes a hand when in the section screens, highlight the "**Section Destination"** required, click section required in **"Estimate Section From",** and drag across to the highlighted item, release to complete.



To duplicate the section without quantities, click "Quantities" button before duplicating section.



To duplicate the section without prices, click "Prices" button before duplicating section.



To duplicate the section without labour, click **"Labour"** button before duplicating section.

Notes